



## **The Role of the Club Secretary**

### **Introduction**

The Club Secretary is a pivotal role. It is the central point of club administration, handling all club correspondence. It is a high profile role that has a major impact on the efficient and effective management of the club.

### **Responsible to:**

- The Lead Coach and Club Chairperson

### **Responsible for:**

- n/a

### **Personal qualities and attributes:**

- Well organised and efficient
- Experienced in computer and administration skills
- Able to maintain confidentiality
- A good communicator, both verbal and written skills
- Good listening skills

### **Roles and Responsibilities within the club:**

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- Prepare and distribute the Committee meeting agendas
- Take the Minutes of all Club Committee meetings and distribute copies
- Keep records of the Minutes of all Club Committee meetings
- Carry out or delegate all of the administrative duties; enabling the club to run smoothly
- Work alongside the treasurer to see that all registration/membership documents are accurate and are paid on time
- Assist in the administration required for the organising and booking of venues, events, facilities, and in-house and external courses for the club
- Organise and attend the club AGM and other club meetings

| <b>Filename</b>          | <b>Author</b> | <b>Release date</b> | <b>Last Revised:</b> | <b>Version</b> |
|--------------------------|---------------|---------------------|----------------------|----------------|
| TCARSC_The Secretary R&R | Andrew Lloyd  | 01/02/2024          | 01/02/2024           | 1.0            |