

Secretary/Vice-Chair

This role is to support the club Chairperson and to step up if the Chairperson is absent, taking on their responsibilities. The Secretary/Vice-Chair must have a good understanding of all aspects of the club as queries from new members will be directed to them. This role is responsible for the administration of the club, as well as organising events such as trials, AGM's and welcome.

Personal skills

- Good communication
- Organisation
- Time management
- Written and verbal skills
- Eye for development
- Good at negotiating
- Personable
- Ability to work in a team

Key responsibilities

1. Provide all committee details to the Club Sport Coordinator
2. Organise committee and club meetings and book accessible venues
3. Maintain up to date membership records and ensure active members have a paid membership
4. Be aware of key dates throughout the year
5. Be aware of any rules and regulations that apply to your sport
6. Manage the club email account and be the first point of contact for queries about the club
7. Take minutes for every meeting and share them with club members
8. Communicate relevant information to the committee and wider club members
9. Organise the Annual General Meeting (AGM) including committee elections
10. Organise the club trials during welcome
11. Support the Chair and stand in for them should they be absent