



## **Club Secretary Job Description**

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside agencies.

### **SKILLS/QUALITIES REQUIRED:**

- 1) Well organised and can delegate tasks
- 2) Prepared to make a regular time commitment
- 3) Office skills
- 4) Decision making skills
- 5) Minute / note taking
- 6) Can communicate effectively through e-mail or letters.

### **MAIN DUTIES:**

#### Meetings

- Make arrangements including venue, date, and time for club meetings
- Prepare and send the agenda for club meetings in consultation with the Chairperson
- Take the minutes of meetings and distribute written minutes as soon as possible after the meeting, to all relevant parties
- Collate and arrange for the printing of the annual report
- Call for & receive nominations for committees & other positions for the club AGM

#### Communication, Correspondence & Distribution of Information

- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies
- Read, reply and file correspondence promptly (including email correspondence)
- Maintain files of legal documents such as constitutions, leases and titles
- Assist in arranging and supporting events and activities
- Communicate information between National Governing Body and club members.