TEMPLATE
Secretary Job Description

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Secretary. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Secretary

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:
- Well organised
- Able to keep records
- Confident about taking minutes of club meetings
- Good communication skills
- Prepared to make regular time commitment

MAIN DUTIES:

1) Take responsibility for organising the Executive Committee meetings and the Annual General Meeting (AGM)

2) Taking and distributing minutes and ensuring that action points from meetings have been carried out

3) In conjunction with the Chair, prepare the annual report

4) Take responsibility for affiliating the club to the local league and registering players

5) Liaise with the Chair on the Agenda for each meeting

6) Being the first point of contact for all enquiries and dealing with all club communication

TIME COMMITMENT: ……

SIGNATURES: **Chair** ……...

Date ……...

Treasurer ……...

Date ……...