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| **Role** | **Secretary** |
| **Role purpose** | To ensure the clubs communication functions efficiently. |
| **Responsible to** |  Management committee through the chairperson |
| **Duties** | 1. Filter mail sent to the Club and pass this to the Committee and Club members as appropriate.
2. Provide a vital link between members, Committee and outside organisations such as the British Canoeing, Sports Federation, Local Council.
3. Attend meetings from time to time on behalf of the Club.
4. Deal with or delegate appropriately all of the administrative duties for the club, and committee.
5. Work with the treasurer to ensure all membership and /or affiliations are accurate and paid on time.
6. Ensure that all members have access to or a copy of the club starter pack, insurance details and officer’s contacts.
7. Attend and record minutes of committee meetings, the AGM and any other official meeting. Ensure minutes are distributed as appropriate.
8. Ensure agendas and pre-read material is sent out to all committee members in advance of meetings.
9. Communicate and publicising the activities of the club and all appropriate correspondence relating to the business of the club.
10. Maintain records of club membership, register new members, issue renewal notice and distribute the club newsletter.
11. Ensuring Insurance is up to date.
12. Arrange handover or succession planning for the position.
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| **Qualities** | Good communicator at all levels.Good organisation skills.Similar experience in this role is desirable.Good administrative skills and competent with email.Enthusiastic and able to motivate others. |