

Secretary Role Description

Overview of the Role

The Secretary conducts the administration and running of the club

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Dealing with all enquiries and correspondence, as the club's main contact
- Supporting the chairperson in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes
- Maintaining accurate records including minutes and actions of meetings
- Circulating relevant information from the County, Regional and National LTA
- Entering Club teams into correct league and cup competitions and liaising with the league and cup contacts
- Liaising with Club team captains regarding arrangements for fixtures

Skills and experiences needed for the role

- Genuine interest in being involved in the management and running of the Club
- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills

Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around 1 hour per week
- You will be required to attend Committee meetings and the AGM
- Attend LTA club forums where possible