



Club Administrative Secretary - Role Description

Overview of the Role

The Administrative Secretary is vital to the running of the club, supporting the club's Chairperson and the other members of the Club Committee by conducting the administration of the club.

What you will be doing

- Dealing with all enquiries and correspondence, as the club's main external and internal contact
- Supporting the chairperson in the running of management committee meetings and the AGM, and writing and circulating agendas and meeting notes (Minutes)
- Maintaining accurate records
- Circulating relevant information from the County, Regional and National LTA
- Responding to all enquiries from potential new members in a timely manner

Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills
- Enthusiastic

Training and support available

Before starting in this role, you will should ideally receive orientation support from your predecessor and possible training from the CLTA or similar provider. You will receive ongoing support from the Chairperson and fellow committee members.

Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around 5 hours per week
- You will be required to attend and make detailed minutes of all management committee meetings and the AGM, or arrange for someone to deputise for you when unavailable

Further Information

- This role does not require a DBS check