

Club Secretary Role Description

Overview of the Role

This is a volunteer role fulfilled by any adult member. The Club Secretary is elected at the Club's AGM as an "Officer" for a period of one year.

The Club Secretary takes responsibility for the day-to-day management of the Club's administrative duties relating to the operations of the club.

What the role involves

Responsibilities include:

- Be the main contact and take overall responsibility for the day-to-day management of the Club's administrative activities
- Dealing with all enquiries and correspondence and advise the committee of any issues
- Support the Chairperson in the running of committee meetings and the AGM, including writing and circulating the agenda's and meeting notes
- To ensure the membership are notified of the AGM with copies of the agenda & previous minutes
- Reserving venues as required for meetings and events
- Completing the annual venue registration with the LTA
- Maintaining accurate records of correspondence & minutes
- Circulating relevant information from the County, Regional and National LTA
- Post Club notices at the venue or via email to members
- Ensure Club insurances and policies are maintained and current

Training and support available

No specific training is required for the role. Support will be provided by the elected Officers and other Committee Members.

Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Good IT skills, including word processing, email & record keeping
- Well organised & reliable
- Enthusiastic, friendly and approachable

Commitments

- Attend the various committee meetings, which are typically held from 7-9pm on Thursday evenings every other month, plus the AGM in May.
- Up to one hour per week to maintain the records and correspondence.
- Other commitments include volunteering to help with tasks and at events on a case-by-case basis.
- Attend LTA club forums wherever possible

Further Information

- The role may require a DBS check if any Club tasks/activities involve contact with children and/or adults at risk and/or access to confidential information. The Club will assist with any application process.