

**CLUB SECRETARY ROLE DESCRIPTION**

**NAME OF CLUB:**  Club name

**ROLE:**  Secretary

**RESPONSIBLE TO:**  Club Committee



**DESCRIPTION**
To receive and disseminate information effectively and ensure the smooth running of club administration

**SKILLS/QUALITIES REQUIRED:**

* Good written and verbal skills
* Access to a word processor is desirable
* Good organisational skills
* Experience/knowledge of minute taking and administration skills are desirable

**MAIN DUTIES**

* To liaise with the club chairperson with regards to agenda content
* To take meeting minutes and distribute copies to committee members
* To be the main contact for the club
* To deal with the day to day running of the club
* To respond to any correspondence as appropriate
* To pass on any information received to relevant parties/persons
* Be in consultation with the chair with regards to the content of the agenda and minutes of the meeting

**COMMITMENT**

* Attend the AGM and any other meetings, deal with any other arising club issues.
* Approx. xx hours per week/month

***Amend any responsibilities which are not relevant to your club***