



## Role & Responsibilities – Club Secretary

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| <b>Role:</b>                         | To be the principal club administrative officer and provide a link between members, the committee and outside agencies.   |
| <b>Status:</b>                       | Volunteer   |
| <b>Elected at:</b>                   | Club Annual General Meeting   |
| <b>Responsible to:</b>               | Club membership   |
| <b>Reports to:</b>                   | Club Committee  |
| <b>Approximate time commitment:</b>  | Between two and four hours per week   |
| <b>Useful skills and experience:</b> | Have good organisational and communication skills. Be able to make decisions and delegate   |
| <b>Benefits of volunteering:</b>     | Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will re-imburse agreed out of pocket expenses |

### Responsibilities

- In conjunction with the Chairman act as the point of contact for official correspondence relating to the club.
- Circulate information to relevant officers/members.
- Organise and service club meetings in accordance with the club's constitution.
- In conjunction with the Chairman and the Treasurer ensure that official club records (constitution, annual accounts, club events, achievements, meetings, volunteer forms etc) are available for inspection.
- In conjunction with the Chairman and the Treasurer maintain a database of members.
- In conjunction with the Chairman and the Treasurer issue new members with a club Welcome Pack.
- In conjunction with the Chairman issue 'Roles & Responsibilities' sheets to new committee members and agreement forms to new volunteers.
- In conjunction with the Chairman and the Treasurer produce and update a club membership application form.
- Agree to and act on club's Equity and Child Protection policies.
- Agree to club's Rules and Codes of Conduct.

### Task List

- In conjunction with the Chairman act on correspondence, and/or distribute to other club officials where appropriate.
- Produce and circulate meeting agendas, minutes and other documents in consultation with the Chairman and Treasurer.