

Club Secretary Role Description



CLUB SECRETARY

ROLE DESCRIPTION

The secretary is an elected member of the club committee and handles the basic administration, to ensure the smooth running of the club. It can be a demanding high profile role that has a major impact on the efficiency and effectiveness of the club, including making records, correspondence and other communications. Experienced secretaries will tell you that their duties can expand beyond what is normally expected of them.

What makes a good Secretary?

- Methodical and reliable
- A good communicator
- Ensure all delegated tasks are actioned
- A good planner
- Good organisational skills
- Be able to lead and supervise others
- Be able to delegate
- Be IT literate



Roles and Responsibilities:

- Being the first point of contact for all enquiries (in the absence of a paid administrator/club manager)
- A key representative at meetings

The Club Secretary role is pivotal to the success of the club. It can be time consuming and therefore often retired members are attracted to the role.

- Affiliating the club into interclub competition
- Dealing with correspondence (in the absence of a paid administrator/club manager)
- Registering members (in the absence of a paid administrator/club manager)
- Organising the AGM
- Organising and attending all club committee meetings
- Taking and distributing minutes
- Maintaining accurate records
- Ensuring action points from meetings have been carried out
- Collecting and analysing information from the members (e.g., membership information)

Estimated Time Commitment:

XX Club Committee meetings per annum, 1 AGM and other meetings as required.

XX hours per week throughout the year (as agreed).

Key Relationships:

Club Committee, Coach, Members, Regional and National Governing Body.

Assistance:

For any assistance or enquiries on implementing any of the above suggestions please contact your regional development manager.

Recruit the right leader!



In a business context, the Club Secretary is the equivalent of the Chairman of the Board and holds many of the keys to the club's success but also holds a large degree of responsibility and liability.