



CLUB SECRETARY ROLE DESCRIPTION

Role

To ensure the smooth running of club administrative requirements.

Skills

- Administration skills desirable
- Good working knowledge of Microsoft word and minute taking desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

Main Duties

- Deal with the day to day running of the club including all correspondence
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Book venues for committee meetings and AGM
- Act as the main point of contact for your club for the county, regional and national ASA

Commitment

- Ongoing weekly responsibility
- Attendance at monthly committee meetings

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club.