

Job Description - Secretary

This role is the principle administrative officer of the Club and their duties include;

- Management Meetings
 - Arrange forward schedule of meetings
 - Send agenda to all attendees along with previous meeting minutes (including actions)
 - Compile minutes/actions and distribute within one week after meeting
 - All club members to be informed of decisions
- AGM
 - Notices at club/emails sent to notify of club AGM as per constitution. Will also include asking for any propositions and election of officers
 - Reminder emails sent in lead up to meeting
 - Provide copies of agenda & previous minutes at AGM
 - Record attendees and minutes of AGM and publish within one week of AGM
- Responsible for ensuring the Club Constitution updated to reflect any required changes
- Ensuring all club policy documents are centrally managed and updated as required; list would include documents such as club hire policy, smoking policy, etc
- Compliance
 - Ensure club remains compliant on any legal requirements
 - Ensure club remains compliant with any guidelines passed down from either BE or EIBA/EWIBA
- Ensuring all contracts and policies are renewed on time e.g. club insurance, gas safety inspection
- Club Structure
 - Maintain list of members holding management positions and club roles; ensure this list is available to all members (i.e. on web site and hard copy in club)
- Correspondence
 - Regularly empty club mailbox and distribute information/requests as relevant
 - Deal with any emails/letters enquiries in timely manner
- The Secretary has the Management Committee responsibility for the following;
 - Cleaning
 - Managing the contract
 - Point of contact for the cleaning contractor
 - Be the conduit between the club (members) and the cleaners
 - Communication, duties include
 - Send out emails to club distribution list as requested by Mgmt team, team captains, etc
 - Update website, TV and Social Media sources i.e. Facebook, Twitter
 - Check club email account and forward emails to respective person
 - Managing content standard