

Title: Club Secretary

Outline: To assist the Chairman in the effective administration of the Club.

Responsible for: The provision of sound administrative support and information to the Club

Responsible to: The Chairman and Committee

Main Contacts: Members of the committee.

“General” Main Tasks	“Specific” Tasks Agreed with the Committee
<ul style="list-style-type: none"> • Act as Secretary to the Club 	
<ul style="list-style-type: none"> • Be a full and active member of the Committee. 	
<ul style="list-style-type: none"> • To provide administrative support to the committee 	
<ul style="list-style-type: none"> • To arrange and attend regular committee meetings 	
<ul style="list-style-type: none"> • To arrange the club’s annual general meeting and any special general meetings required, including the issue of formal notices of meetings 	
<ul style="list-style-type: none"> • To prepare minutes of all meetings and circulate 	
<ul style="list-style-type: none"> • In conjunction with the Treasurer and Equipment Officer, maintain the Club asset register and keep documents relating to the ownership of property and equipment and all other legal and official documents in a safe and secure place, ensuring there is a full recovery of all files stored electronically 	
<ul style="list-style-type: none"> • To suggest amendments to, and to ensure that the club abides by, the agreed club constitution 	
<ul style="list-style-type: none"> • To ensure that the club is run in accordance with Archery GB guidelines and in a legal manner 	
<ul style="list-style-type: none"> • To be the first point of contact for people contacting the club, e.g. for beginners courses 	
<ul style="list-style-type: none"> • To circulate any appropriate information to the committee and to club members 	
<ul style="list-style-type: none"> • To check that the information provided on the website is current and accurate (in conjunction with the webmaster) 	