



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Club Secretary

Role

To ensure the smooth running of club administrative requirements. The Club Secretary is the central point of contact for administration, information and communication reporting to the Chairperson. They are the link between members, potential members, network clubs and external organisations.

Skills

- Enthusiastic with a good knowledge of the club and the people within it
- Be an excellent communicator with good verbal, written and IT skills
- Have good administration skills, including minute taking
- Have excellent organisational skills
- Have the ability to maintain confidentiality
- Have the ability to work with others, both inside and outside the club
- Have the confidence to represent the club at any external meetings

Main Duties

- Deal with the day to day running of the club including all internal and external correspondence.
- To process and deliver appropriate correspondence and information to and from county, regional and national ASA levels.
- To organise committee meetings, AGMs and network committee meetings, prepare agendas, take minutes, distribute and communicate these as appropriate.
- To liaise with other club committee members to ensure appropriate administration and policies are in place.
- To have a knowledge and understanding of the roles and responsibilities of other club committee members
- Main point of contact for the club for the county, regional and national ASA
- Main point of contact for TeamBath AS Network Clubs
- Main point of contact for other external bodies e.g. Sport Development Partnership (WESPORT), Local Authority etc
- To maintain up to date contact details of key personnel at national, regional and county levels.

Commitment

- Ongoing commitment
- Attendance at monthly committee meetings and TeamBath AS network 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.

Training requirement

Current Safeguarding and Protecting Children certificate