

# **Bicester Blue Fins**

## **Job Description**

### **Honorary Secretary**

#### **Skills Required**

- Well organised
- Communication skills
- Administration skills
- Tactful and discrete

#### **Main Duties**

1. In conjunction with the Chairman call Committee meetings
2. In conjunction with the Chairman and in accordance with the Club rules call General meetings, Annual or Special.
3. Prepare agenda and minutes for Committee and general meetings.
4. At all Committee meetings and general meetings ensure that minutes are taken and distributed to all concerned.
5. Communicate to Club members decisions of the Committee.
6. Advise club meetings on the rules of the club.
7. Represent the Club at County meetings and report back to Committee any discussion points
8. Arrange venues for events and meetings.
9. Communicate both in writing and verbally with all external individuals and organisations associated with the Club i.e. ASA and Oxon & North Bucks Executive.
10. If requested to assist, participate in club disciplinary meetings.
11. Prepare and present a report at the Annual General Meeting of activities throughout the year.
12. To follow and promote the ASA Child Protection policy.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

