



The Secretary is responsible for all administrative aspects of the club as well as working with other members of the committee to implement good practice throughout the club.

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
- Schedule committee meetings and AGM
- Prepare agendas and take minutes of all meetings
- Notify all parents and members of any changes to the scheduled training sessions
- Act as the main point of contact for the club