



Job Description: Secretary

Role

To ensure the smooth running of WSC administrative requirements

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
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for WSC for the county, regional and national ASA
- Act as the main point of contact for WSC for the various league competitions the club takes part in

Commitment

Ongoing weekly responsibility including all committee meetings

Current Post Holder:

Anna Haynes (Elected: October 2018)