

Job Title: Secretary

Reports To: Executive Committee

Special Skills Required:

- Good Working Knowledge of the club policies/philosophy etc..
- Understanding of League Operations
- Well developed communication skills
- Ability to supervise others
- Ability to delegate tasks
- Organisational skills
- Ability to liaise with external parties
- Report writing skills

Duties:

- Maintain a register of all members, sponsors and other relevant groups
- Convene all club meetings and advise all potential attendees
- Record detailed minutes of meetings
- Liaise with the League on all administrative matters and complete all required paperwork
- Liaise with the Local Council and other community organizations
- Communicate all relevant information to members
- Liaise with and communicate all relevant information to team managers/coaches
- Sit on policy review subcommittee