

## ROLES AND RESPONSIBILITIES

### CLUB SECRETARY

The Secretary is responsible for overseeing all correspondence of the club and maintaining required records, licences, minutes, deliberations, and compliance of the club. They are required to maintain strong communication with all members of the General Committee and club.

#### **RESPONSIBILITIES:**

The responsibilities of the Secretary include but are not limited to:

- Responsible for the day-to-day business and administration of the club.
- Ensure all relevant documents are recorded and well organised.
- Maintain up to date contact details of committee members, staff, members and other key personnel related to the club.
- Manage and ensure action on club correspondence including legal and insurance matters.
- Liaising with the Chairperson, organise club meetings, including General Committee meetings and the AGM.
- Ensure all committee meeting are recorded and actioned, and minutes are circulated in a timely manner to all members of the committee.
- Ensure the club adheres to its permitted activities as described in the Constitution.
- Review governing documents and procedures to ensure the practice of good governance within the club.

Help prepare and submit any statutory documents that are required.