

Roles & responsibilities

Club secretary/Membership Secretary

Who will I be responsible to?

The Club Committee

What is my role?

1. To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
2. To prepare and distribute the Committee meeting Agendas
3. Keep the Minutes of all Club Committee meetings and distribute copies
4. Keep signed copies of all meeting minutes on file
5. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
6. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
7. To ensure that all members refer to the club website regarding club documentation

What else can you tell me about the role?

The Club Secretary is a pivotal role within the club and with the assistance of the Club Chairman should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities. It is a demanding, high profile role that has a major impact on the efficient and effective management of the club. The club is keen to support the Secretary in the use of modern office technology so as to assist them in their job.

What training should I undertake?

You should complete the online Safeguarding training as you are tasked with the storing of members details including under 18's. Possibly a computer database course.

How much time will I need to give to the role?

Approximately 2 hours each week and some of these will be at weekends/evenings.

What tasks are involved?

Tasks will include:

1. Dealing with correspondence
2. Organising and attending the club AGM and other club meetings
3. Representing the club at outside meetings at the direction of the main committee
4. Add new members to SCA self service list.
5. Add new member's contacts to email contacts and members group.
6. Check payment has been made (either via treasurer or via online banking if set up to do so) and/or pay money into account (using pay in book).
7. Confirm membership with new members using Canoe Club email account.
8. Add to database.