



# Trentham Canoe Club (TCC)

## Club Secretary

### Role Description

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**Responsible to:** Management committee through the chairperson

**Role purpose:** To ensure the organisations communications function efficiently

**Commitment:** 2- 4 hours per week plus committee meetings

#### Main Tasks

- Act as the first point of contact for the club, centre or committee and ensure prompt communication exists both internally and externally from the club, centre or committee
- Deal with or delegate all of the administrative duties for the club, centre or committee
- Work with the treasurer to ensure all membership and/or affiliations are accurate and
  - paid on time
- Ensure that all members have a copy of the club, centre or committee handbook, insurance details and officers contacts
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings

#### Skills required

- Knowledge of the club, centre or committee is essential o Similar experience in this role is desirable
- Good administrative skills and competent with email
- Access to forms of communication and contactable
- Enthusiastic and able to motivate others

#### Review History

Date	Version	Activity	Lead
March 2018	V1		Franki Wheildon