Role Outline: Secretary

 **Name of Club:** Club Name

**Role:** Secretary

**Responsible to:** Club Committee

**Application deadline: XX/XX/XXXX**

Responsibilities:

* Being the first point of contact for club enquiries
* Organising and attending key meetings (including Annual General Meetings)
* Take and disseminate club minutes
* Dealing with all correspondence
* Ensure relevant affiliations are completed
* Ensuring insurance is up to date and relevant
* Maintaining up to date records and reference files
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

*Please send a short supporting statement about why you think you would be successful in this role to ………………………..*

*These are some examples of responsibilities – please change this to fit your club/organisation*