

# Club Secretary

## Introduction

The Club Secretary is a key role within DCC. The role requires a range of skills; from the overall role in making sure that the club is well organised and well managed, to contributing as a leader within the club. The secretary will work closely with the Club Chair, Deputy Chair and the Club Treasurer to ensure that the club fulfils any legal requirements, is governed effectively and that club members are consulted with, and involved in, the future direction of the club.

It is helpful if the Club Secretary has a background in administration and/or finance but it is not essential. They will provide general administrative oversight of the club and take a lead in managing club membership and running committee meetings.

At Annual General Meetings, the Secretary's role is to organise the meeting, making sure all club members are aware of the time and date of the event, are provided with an agenda and that the minutes of the meeting are taken and circulated.

The Secretary should have a good knowledge of the club and has a responsibility for ensuring that the collective views of members can be heard and represented. These views help the Club develop and deliver activities that reflect the needs and wants of the club members.

The Club Secretary will support the Chair and Deputy Chair to manage the club development plan and activity programme. The Club Secretary should also be aware of the Club's safety and welfare framework and liaise with the Health and Safety, Events Safety and Welfare officers to ensure activities are adequately reflected and safety and welfare information is up to date.

## Role Description

**The Club Secretary is responsible to:** The CIO Trustees and Club Management Committee through the Club Chair.

### Role purpose:

To ensure effective and efficient operation of the club's administrative and communication functions and the legal requirements of governing documents.

Membership responsibilities will be delegated to a Membership Secretary.

### Commitment:

Commitment reflects the size of the club (a 'large club' at c150 members), how active the club is and whether the club is going through any transformational changes (e.g. policy reviews, quality club development programmes etc.). On average, the Secretary might be expected to give 2- 4 hours per week, plus time for various committee meetings.

### Main Tasks:

- Being the first point of contact for club and committee enquiries
- Ensure all formal meetings (including the Annual General Meeting are effectively organised and minutes are recorded
- Maintain effective and up-to-date club records
- Act as the first point of contact for the club and ensure prompt communication internally within the club's committees, between them and the club membership, and with external organisations
- Upholding the legal requirements of the club
- Deal with or delegate all of the administrative duties for the club including ensuring insurance is up-to-date and relevant
- Work with the treasurer and membership secretary (if appointed) to ensure all membership and/or affiliations are accurate and paid on time
- Support the Membership Secretary to deliver an effective joining and induction process.
- Ensure that all members have access to club membership information, policy guidelines, relevant club documentation, insurance details and officer's contacts
- Attend and take minutes of committee meetings and the AGM

- Ensure agendas are sent out to all committee members in advance of meetings
- Provide regular reports on membership numbers to the committee
- Be actively involved in creating and delivery of a Club Development Plan
- Assist the club to fulfil its responsibilities to safeguard children at club level
- Ensure an understanding of the financial responsibilities of the club to which the Club applies
- Organised, honest and trustworthy

### **Skills required**

- Knowledge of the club is essential
- Similar experience in this role is desirable (but not essential)
- Good administrative skills and competent with email
- Access to forms of communication (including social media) and contactable
- Enthusiastic and able to motivate others
- Familiar with club membership management software

