[CLUB NAME]

Job Description – Club Secretary

**Job Title:** Club Secretary

**Responsible/reporting to:** The Club President

**Tenure/Term :** \_\_ years

**SKILLS/QUALITITIES REQUIRED:**

* Well organised
* Eye for detail
* Passionate about the Club and its future
* Able to work well with people
* Prepared to make a regular time commitment
* Friendly & outgoing
* Good with IT / computers / email
* Good communicator & recorder
* Able to present reports and findings at Committee Meetings
* Able to deal diplomatically with Member suggestions and complaints
* Able to present reports and findings at Council Meetings

**QUALIFICATIONS / TRAINING / EXPERIENCE REQUIRED:**

* Having sat on Club Sub Committee for a minimum of \_\_ years
* Experience in administration role (professional or voluntary)

**DUTIES:**

**The Club Secretary is responsible for the administration of the club and in doing so contribute to the good governance and management of the club - in this capacity they shall fulfil the following duties:**

**Club Governance**

* To understand the Club Constitution and Policies
* Effectively communicate all club policies, principles and values in a clear and professional manner, be it internally or externally.
* Contribute to the development and recording of appropriate policies and procedures for the club.

**Meetings**

* Work with Club President/Vice President to prepare agenda for committee meetings
* Collate and circulate reports and agenda \_\_ days in advance of committee meetings
* Write and present report(s) for main club committee where required
* Attend committee meetings
* Take minute for committee meetings and circulate within \_\_ days
* Work with relevant sub-committee chairperson to prepare agendas for sub-committee meetings
* Collate and circulate reports and agendas \_\_ days in advance of sub-committee meetings
* Attend sub-committee meetings where required.
* Take minutes for sub-committee meetings where appropriate and circulate within \_\_ days
* Work with President to prepare agenda, notices and details for AGMs and EGMs
* Collate and circulate reports and agendas \_\_ days in advance of sub-committee meetings
* To be present at the AGM and any EGM to offer support and information where required.
* Take minutes for AGMs and EGMs

**Working with Others**

* Work closely with Club President and Vice President
* Work with all convenors where required on all club related matters
* Work closely with Treasurer – particularly with regard to maintenance of records.
* Build strong working relationships with any staff and contractors
* Support incoming Club Secretary with induction, materials, handover and records.

**Communication**

* Act as the ‘focal point’ for member communication both outgoing and incoming
* Be the named contact for the club
* Contact Bowls Scotland and any other relevant bodies to provided up to date communication details for the club
* Circulate communication from Bowls Scotland and other relevant bodies to committee, sub-committees, and membership
* Develop appropriate communications i.e. column in monthly newsletter, social media, etc.

**Record Keeping - Membership**

* Maintain the club’s membership database in accordance with the Data Protection Act
* Maintain all other relevant databases in accordance with the Data Protection Act
* Maintain a register of the most current club policies, procedures, governing documents, plans and documents

***TIME COMMITMENT FOR THIS ROLE: \_\_\_\_\_ approx. hours per month/week.***

***Any duties within this role descriptor may be amended by the Captain after consultation with the post holder and Committee.***