

# **Broxbourne Sports Club**

## **Role Description: Secretary**

**Reports to:** Chair of Sports Club Committee

### **Purpose of the Role**

- To support the chair in the smooth running of the Sports Club Committee
- Ensure meetings are effectively organised and minuted
- Maintain effective records and administration
- Uphold relevant legal requirements
- Communication and correspondence

### **Main responsibilities**

Meetings:

- Liaise with the Chair to plan meetings
- Request agenda items from committee members, circulate agendas and reports
- Ensure accurate minutes are taken of Sports Club Committee meetings and circulated
- Check that agreed actions are carried out

Records and administration:

- Maintain contact details of committee members and club members
- Oversee club use of Clubspark system by the sections
- Ensure records of the Club's activities and contractual relationships are maintained
- Keep annual diary of committee meetings, AGM and other key dates

Upholding Legal Requirements:

- Act as custodian of the Club constitution and liaison with the holders of the trust deed
- Check that a quorum is present at meetings
- Ensure elections are in line with stipulated procedures
- Ensure all legal requirements are met
- Sit on appraisal, recruitment and disciplinary panels as required
- Ensure that all relevant insurances are in place for the Club

Communication and correspondence:

- Respond to all committee correspondence, and maintain files
- Oversee reporting and publicity of Club activities to members and the press – working with the Club's marketing officer