



## **ROLE DESCRIPTION FOR CLUB SECRETARY**

### **ROLE OF THE SECRETARY**

The Secretary of a club provides the central point of information and communication with the club Executive Committee.

### **DUTIES OF A CLUB SECRETARY:**

- To process and deliver appropriate correspondence and information to and from County, Region and National ASA
- To organise committee meetings and AGMs, preparing agendas, taking minutes and distributing and communicating these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place
- To support the chair, Head Coach and other Executive members as appropriate with recruitment in accordance with the recruitment policy
- To represent the club at meetings
- To have an understanding and knowledge of roles and responsibilities of other club committee members.
- To maintain up to date contact details of all committee members, other key club personnel and ASA secretaries at County, Regional and National level
- To be responsible for updating the club notice board and removing out of date notices.

### **COMMITMENT/TIME FOR THE ROLE**

The actual hours required will include ongoing weekly responsibilities, particularly in dealing with correspondence.

### **SKILLS AND QUALITIES REQUIRED**

- Enthusiastic with a good knowledge of the club and people within the club
- Be an excellent communicator with good verbal and written skills
- Administration skills including word processing and minute taking
- Sound organisational skills
- Able to maintain confidentiality
- Able to work in partnership with others, both within and outside of the club
- Able to represent the club at external meetings

The following are deemed to be essential items for Club Secretaries to have in order to do their role:



- Use of a computer and email address to produce letters, emails, reports, minutes and to store and record information
- Filing system to record all correspondence
- Notebooks for minutes and meetings
- Annual diary/chart to record the clubs activities, meetings, competitions, training times
- Club headed stationery
- ASA checklist for new club secretaries (see ASA good club guide for a secretary)
- ASA administrator calendar (see ASA good club guide for a secretary)

## ASA CHECKLIST FOR NEW CLUB SECRETARIES

The ASA has published a helpful checklist for new secretaries. There are certain documents which club secretaries should have in their possession and there are documents which other club officers may hold but, club secretaries should be aware that they exist and where to locate them.

Documentation	Notes	From whom
ASA Handbook	Sent annually to club secretary	ASA office: operations department. Also available on the website
ASA Insurance Certificate and information	Sent annually following payment of membership fees. May be held by the Treasurer	ASA Office –systems department
Accident and Incident book	Replaced on request when full. To be held by named officer within club	ASA office – customer services department
Other Insurance policies	Separately arranged with the insurance brokers – may be held by the treasurer	Insurance company
Wave power: Child protection guidelines and procedures	May be held by the Welfare Officer and displayed on a club notice board	ASA Office – customer services department