

Hastings District Canoe Club

Role and Responsibility of the Club Secretary

Role; Club Secretary

Responsible to: Club management committee through the Chairperson

Role purpose: To ensure the club's communication function efficiently

Commitment: 2-4 hrs a week

Main Tasks

- ❖ Act as first point of contact for the club and ensure prompt communication exists both internally and externally from the club
- ❖ Deal with or delegate all the administrative duties for the club
- ❖ Attend and take minutes of committee meetings and the AGM, making sure correct and ready to be signed at the next meeting
- ❖ Ensure Agenda are sent out to all committee members in advance of meetings
- ❖ Help with general smooth running of club

Skills Required

- Organised, honest and trustworthy
- Knowledge of the club essential
- Good administrative skills
- Competent with ICT ie. Spell checker, word, email
- Easily contactable
- Enthusiastic and able to motivate others.