

ABINGDON SQUASH AND RACKETBALL CLUB

Club Secretary Job Description

Broadly speaking, the role of the Club Secretary is to support the Chairman in ensuring the smooth functioning of the club and its committee.

In summary, the Club Secretary is responsible for:

- Ensuring meetings are effectively organised and minuted
- Maintaining effective records and administration
- Communication and correspondence, i.e. circulating approved minutes
- Checking that all agreed actions are carried out

It is important to note that although the Secretary ensures that these responsibilities are met, much of the work may be delegated to other volunteers or club staff.

Given these responsibilities, the Secretary often acts as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; and retrieving relevant documentation.

Skills and qualities required:

- Enthusiastic with a good knowledge of the club and people within it
- Be an excellent communicator with good verbal, written and IT skills
- Have good administration skills, including word-processing and minute-taking
- Have excellent organisational skills
- Have the ability to maintain confidentiality