



Victory AC

CLUB SECRETARY - JOB DESCRIPTION

Main Purpose of Role:

To discharge the duties of Club Secretary, one of the 3 major club roles.

Key Responsibilities

- 1) Handle club correspondence (both hardcopy and email) i.e. be Club's first point of contact; either reply directly or pass on to appropriate person.
- 2) Organise meetings (Committee, AGM and EGMs) - publicise and minute meetings according to club rules where appropriate.

Other duties

- Handle or delegate administrative duties
- Deputise for Chairman if unavailable.
- Publicise relevant information to members where/when appropriate; ensure club communications run efficiently.
- Where a VAC Club 'face' is required, represent the club when appropriate.

Useful Skills / Prerequisites

- Organised and trustworthy
- Knowledge of the Club
- Access to email
- Contactable and willing to engage with others
- Good admin skills

Meetings held throughout the year:

Committee meetings monthly normally last Thursday in the month after training.
AGM is the last Thursday in November after training.