

## **Assistant Secretary - Committee Member**

### **Role Description**

This role primarily supports the Club Secretary with the administration of the club. The responsibilities can vary as agreed with the Secretary. To deputise for Secretary in absence.

### **Commitment**

Monthly meeting - duration typically 2hrs

1-2 hours monthly meeting admin, pre/post meetings.

Attend the AGM (duration typically 2-2.3hrs).

1-2 hours admin pre/post AGM.

Pre-season – more time is required for changes to documents ahead of the next season – ad hoc hours depending on requirements.

### **Responsibilities**

1. Attend the monthly meeting at The Grange, every 2<sup>nd</sup> Monday of the month.
2. Attend the AGM at The Grange, typically a Tuesday in June.
3. Liaise with Chairperson/Secretary to prepare agenda for monthly meeting/AGM & circulate as appropriate in a timely fashion.
4. Take minutes at monthly meeting/AGM, edit, seek approval from Chairperson & circulate in a timely fashion.
5. Update registration forms for the upcoming season.
6. Update/amend as directed by the Chairperson/Committee/Secretary any protocols/policies of the club.
7. Liaise with the webmaster to ensure all documents on the club website are current and up to date.
8. Update the Development Plan as/when required.
9. Attend league meetings on behalf of Secretary if/as required.

### **Constraints**

1. None identified.

### **Accreditation Criteria**

1. CRC
2. Committee safeguarding certificate