

Committee Role Description



Role Title: Secretary

Description: To provide a central point of administration, information and communication for all club business reporting to the club chairperson. The Secretary initially deals with all correspondence and communications and is key to the smooth running of all club affairs. To provide a link between members, potential members and external organisations e.g local authorities and ASA Regions.

Duties / Responsibilities:

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings.
- To deal with the day to day running of the club including all correspondence (both internally and externally).
- To process and deliver appropriate correspondence and information to and from County, Region and National ASA.
- To assist in the organisation of committee meetings and AGM's, 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 represent the club at external meetings as required.
- To have a knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up to date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county levels.

Time Commitment:

- Variable but including ongoing weekly responsibilities, particularly in dealing with correspondence and communications.

Calendar of events:

- Monthly committee meetings
- Dec / Jan – Annual memberships, subscriptions and affiliations
- Jul - AGM