



## The Role of the Secretary

### Overview

This is a key communications role and one where a full part can be played in committee decision making, helping to decide the future aims of the group and enabling those aims to be effectively carried out. The secretary acts as principle administrative officer for the group, branch or club and first point of contact for general correspondence. Specific roles and responsibilities will probably vary from discipline to discipline but could include:

### Key Tasks

- First point of contact for enquiries
- Attending meetings to represent your group or organization
- Keep up to date with sports initiatives (eg compile list of useful websites and keep updated)
- Register new members
- Deal with correspondence
- Organize and book venues
- Organize the AGM
- Organizing and attending all Executive Committee Meetings
- Prepare the agenda in consultation with the Chair
- Represent the group, branch or club at other appropriate meetings
- Taking and distributing minutes and maintaining accurate records
- Ensuring action points from meetings have been carried out
- Organizing special events
- Supporting the group/organization with funding applications
- Collating and analyzing feedback forms/questionnaires

### Personal qualities, skills and knowledge

- Good all round communication skills
- Well organized
- Administrative experience
- Methodical and reliable
- Confident to follow up on action points
- Impartial
- Discreet – able to maintain confidentiality
- Able to lead and supervise others
- Able to delegate
- Be a good decision maker
- Computer literate with access to a computer