

**Secretary**

Role Description:

The main purpose of this job is that of principal administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The club secretary provides the main point of contact within and outside the club on just about every aspect of the club’s activities.

Commitment:

Approximately around ten hours a week, many of these being evenings.

Responsibilities:

* Attending league meetings
* Registering the club to the league
* Registering players to the league
* Dealing with correspondence
* Organising the booking of match and training facilities
* Organising club meetings and annual AGM.