



Volunteer Role Description: ASRC Club Secretary

(Voting role and Executive Committee member)

The primary role of the club secretary is to provide administrative support to the committee. Much of the hands-on administrative effort may be delegated to other club officers and volunteers, but responsibility for ensuring the overall, well-run club administration lies with the Secretary.

Responsibilities relating to Committee meetings:

- Facilitate Committee Meetings to support the Committee.
- Compile an Agenda of:
 - regular items for inclusion
 - items suggested for inclusion
 - items suggested by the Chair and/or other committee members
- Send meeting reminders and invites to all committee members.
- Share Agendas by email with all committee members and invited guests (CWO/Coaches).
- Minute the meetings in a concise and organised manner including any items voted on.
- Minute the Actions arising from the meeting.
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- Share Minutes and Action Lists with the committee within one week for comments/corrections.
- Share finalised Minutes and save them alongside the Action List on the ASRC Google Drive.
- Follow-up with relevant parties on key actions arising from meetings.

General responsibilities:

- Being the first point of contact for club enquiries.
- Receive, send and log correspondence on behalf of the Club.
- Access to SPOND platform for administration and communication.
- Maintain and respond to emails in the Secretary email account.
- Attending to affiliations alongside the Membership Secretary and Chair.
- Maintaining up to date records and reference files.
- Receive, manage and log complaints according to the Disciplinary Policy.
- Assist executive committee and CWO with ensuring policies are kept up to date.
- Liaise with other members of the committee on relevant matters.
- Take responsibility for personal conflicts of interest and declare, record and manage these appropriately.
- Arrange handover or succession planning for the position.

Additional Responsibility - could be adopted/shared by any administrative committee roles, but sits well with Club Secretary:

- Website Administrator