



CLUB SECRETARY ROLE

The Secretary covers tasks relating to administration and is the chief administration officer of the club.

In our club, the secretary is supported by the Administration and LTS Co-ordinator members of staff, who address much of the daily correspondence as part of their roles. The most significant task of the secretary is to document and distribute meeting agendas and minutes.

This person provides the coordination link between members, the club Executive Committee, employees and outside agencies - eg. another local club.

Meetings

The Secretary has a range of tasks that take place before, during and after the meetings. They are the first contact point for many members wishing to raise issues, and coordinate links between key people.

Before the meeting:

- prepare the agenda in consultation with the President
- make arrangements for the meeting place, admission to the building and use of services - eg. photocopying, catering, chairs
- send adequate notice of the meeting to all concerned - include the venue, time, date, together with a meeting agenda - enclose the minutes of the previous meeting if they have not already been sent

Taking Minutes:

- list those present along with apologies given
- follow the order of the agenda. This can be varied to suit a particular situation
- state the main issues, points of view put forward, and decisions made
- make sure the full texts of motions are recorded
- list accounts for payment approved, reports received, main points of answers required for correspondence, etc
- be alert to take extra notes that may be needed by the Chairperson

Between meetings:

- write up the Minutes as soon as possible after the meeting
- circulate the Minutes to all members as soon as possible (ideally within a week, to inform those who are absent and to remind those who have to complete particular tasks)
- from the Minutes, note points of action that need to be followed up in the coming weeks, and by whom.
- make sure all important arrangements are confirmed in writing with copies made and filed; typed reports of important telephone conversations are also recommended

Other Secretarial Duties

Correspondence

- Assist our staff in collating, replying to and filing correspondence promptly
- Ensure appropriate action is taken in response to correspondence
- Forward copies of correspondence to the relevant person / committee where required.
- Ensure documentation is kept and accessible
- Ensure the mail is cleared before committee meetings so matters may be dealt with at the meeting.

Club Administration Records

In order for our club to run efficiently, it is necessary to keep records that are neat and easily accessed. In the coming season, a sub-committee will be appointed to review a list of records, procedures and systems that will be developed to assist current and future committees to manage the club.

Ideally, the secretary should be a member of the sub-committee.