

Role Description – Club Secretary – Grampian Orienteers

This is a voluntary role.

Responsible to: Club President/Chairman, club membership

The main role of the club Secretary is to be the chief administrator of the club and to keep all official documents.

Specific tasks include:

- usually produce committee and AGM agenda and minutes, working with Club President/Chairman; arrange AGM
- working with Club President/Chairman, prepare annual report and returns as required by SOA and British Orienteering, and any other formal documentation that might arise (eg. grant applications and reports)
- deal with correspondence (written and e-mail), passing on as appropriate
- keep formal documents, including agendas and minutes
- carry out or delegate all administrative tasks relating to the club
- be point of contact for enquiries to the club
- supply information to members as required
- with Club Treasurer, ensure that affiliation etc. forms and payments are completed and submitted on time

Duration/frequency:

- the club Secretary is usually in post for a period of 3 years
- committee meetings are generally held once every 2 months

Knowledge/skills/attributes required:

- extremely well organised & enthusiastic
- pleasant and efficient in dealing with correspondence

This is NOT “Regulated Work” under the terms of the Protection of Vulnerable Groups legislation and therefore does not require the post-holder to be a PVG Scheme member.

The Secretary might also take on other club roles, for which separate role descriptions are available.

Helen Anderson, CPO

1.1.17, review by 1.1.20