

AC Delco Committee

Issue Date: 1st July 2025

Club Secretary

Role description:

To ensure that appropriate administrative support is provided to the Chairperson and club committee. To be the central point of club administration, handling all club correspondence, providing the link between the committee, members and outside agencies. Additional tasks are included in the membership secretary's role, if the club doesn't have a Membership Secretary.

Tasks

- Being the first point of contact for club enquiries.
- Administrator for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- Produce Agendas for meetings
- Take the Minutes of all Club Committee meetings and distribute copies
- Prepare and distribute the Committee meeting agendas
- Organise and attend the club AGM and other club meetings
- Carry out or delegate all of the administrative duties; enabling the club to run smoothly
- Work alongside the treasurer to see that all documents are accurate and are paid on time
- Ensure that all members have a copy of the club handbook, insurance details and officers contacts etc
- Organise and book facilities and courses for the season
- Communicating with the Safeguarding Officer to ensure Enhanced DBS or SAA PVG background checks are carried out and updated for members of the Club working in regulated activity
- Communicating with the Club Membership coordinator and or Safeguarding Officer to follow a sound recruitment process to ensure those working with vulnerable members are suitable

Skills

- Well organised and efficient
- Experienced in computer and administration skills Able to maintain confidentiality
- A good communicator, both verbal and written skills
- Good listening skills