

AC Delco Committee

Role description:

Secretary

1. Ensure the Club is run and managed in accordance with its constitution.
2. Provide administrative support to the Chair and Executive Club Committee and be the central point of club administration, handling all club correspondence, and providing the link between the committee, members, and outside agencies.
3. Carry out or delegate all the administrative duties; enabling the Club to run smoothly.
4. Act as the Club's main point of contact for correspondence with Archery GB and have oversight of the Club's use of the Sport's 80 club management system.
5. Ensure all insurance and legal requirements are up to date.
6. Support the Executive Committee when urgent decisions are required and make sure any such decisions are reported to the next full committee meeting.
7. Arrange for committee positions to be filled as and when they become vacant.
8. Make arrangements in connection with the holding of committee meetings including the preparation of the agenda and minutes of the meetings. Ensure members of the Club are allowed the opportunity to put forward items for the agenda of each committee meeting. Arrange for minutes of the committee meetings to be made available to members of the Club (minutes made available outside the committee membership will exclude details of any confidential matter involving individual members such as disciplinary hearings or grievances).
9. Call Annual General Meetings and Extraordinary General Meetings as required in accordance with the Club constitution.
10. Make all the necessary arrangements in connection with grievances and disciplinary matters.
11. Approve agreed expenditure and act as a signatory in connection with the Club bank accounts.

22 October 2022