



## Club Secretary Role Description

**Role:** To be the first point of friendly contact for those seeking information about the club

**Approximate time commitment:** Various throughout the year

**Useful skills:** Friendly  
Approachable  
Good management skills  
Confident and effective communicator  
Very good administration skills  
Excellent organisational skills  
IT literate

### Tasks

- To act as a first point of call for those looking to join or seeking information about the club.
- Liase with membership secretary on club membership.
- Liase with Welfare Officer on changes/amendments to matter relating to welfare.
- Ensure club affiliations in consultation with the Chairman.
- Deal with outgoing and incoming correspondence.
- Keep club records accurate and up to date.
- Liase with Chairman to arrange committee meetings, AGM, SGM.
- Prepare agenda for committee meetings two weeks in advance of meeting.
- Record accurately the minutes of committee meeting and distribute these within one week of the previous meeting held.
- Circulate any relevant information from the ECB to members.
- Liase with Two Counties representative regarding sharing of league information.
- Liase with Junior Cricket Manager regarding matters related to Colts Cricket.
- To record the minutes of any disciplinary meeting.
- To record the minutes of any appeals meeting.

If you would like further information or wish to apply for this opportunity please contact:

Contact Chairman Copford CC

