



Role Outline: Secretary

NAME OF CLUB:	Brush Bowls Club
ROLE:	Secretary
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Name
START DATE: XX/XX/XX	END DATE: XX/XX/XX

Co-ordinates the activities of the Management Committee and communication to the Membership and Club Affiliates.

Typical Responsibilities:

- Co-ordinating all communication to members, ensuring consistency and compliance with GDPR
- Being the first point of contact for club enquiries
- Organising key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members, when required
- Overseeing the timely performance of actions, as agreed in meetings
- Dealing with all correspondence
- Maintaining up to date records and reference files
- Build on the website information and social media publicity
- Providing a monthly report to the Management Committee
- Arranging handover or succession planning for the position