**Role outline: Secretary**

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| **NAME OF CLUB:** | RIBBLE VALLEY NETBALL CLUB |
| **ROLE:** | SECRETARY |
| **RESPONSIBLE TO:** | CLUB COMMITTEE |
| **NAME OF VOLUNTEER** | LAURA WOODWARD |
| **START DATE:** 1ST MAY | **END DATE:** 2020 MAY |

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| * Being the first point of contact for club enquiries |
| * Organising and attending key meetings (including Annual General Meetings) |
| * Taking and distributing minutes |
| * Delegating tasks to club members |
| * Dealing with all correspondence |
| * Attending to affiliations |
| * Ensuring insurance is up to date and relevant |
| * Maintaining up to date records and reference files |
| * Arranging handover or succession planning for the position |