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