



# Quick guide to committee roles: SECRETARY

**NAME OF CLUB:**

CLUB NAME

**ROLE:**

SECRETARY

**RESPONSIBLE TO:**

NORMALLY CLUB COMMITTEE

**NAME OF VOLUNTEER:**

NAME

**START DATE:**

00/00/00

**END DATE:**

00/00/00

**Roles and responsibilities**

- Being the first point of contact for club enquiries.
- Organising and attending key meetings (including the Annual General Meeting).
- 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.