

## **Club Secretary**

The secretary is the key administration officer of the club. This person provides the link between members, the club executive committee and outside agencies (such as other clubs and organisations). The position of secretary is critical to the successful management of any club or organisation. The secretary is often the first point of contact for people interested in the club who need information or details about activities. An effective secretary also helps in co-ordinating club events such as meeting schedules, social events and fundraising activities. The secretary's role is a challenging one. Often not seen as high profile, in actual fact the secretary is a key pivot point for all the club's activities. This person is a valuable member of the club and contributes continuously to its success. Every effort should be made to support and value this person, whose duties may sometimes be repetitive and time consuming.

## **Responsibilities and Duties**

These will vary from time to time. As a guide we have divided the role into core responsibilities and additional responsibilities.

### **Core Responsibilities**

Mail/correspondence – inward/outward Meeting procedures (including minutes)  
Communication and public relations – inward/outward Record maintenance  
and filing systems Word processing Administration supplies/equipment/keys  
Additional Responsibilities  
Managing/supervising other volunteers. Arranging functions Supporting club  
events/activities.

### **Knowledge and skills required Administration Skills**

Well organised Task and time efficient Good communicator Competent word  
processing skills Telephone skills Goal oriented and self-motivated Decision  
making and delegation Management and supervision of other staff/volunteers  
Personal Qualities Lots of energy and enthusiasm An interest in people  
Initiative Tact and discretion Commitment Good listening skills Good  
understanding and knowledge of the organisation and its activities Reliable  
and trustworthy Problem solver and positive thinker.