

Wessex Volleyball Club



Secretary

Who will I work with?	Main Club board, club members
What will I do?	<ul style="list-style-type: none"> • Being the first point of contact for club enquiries • Co-ordinating training and fixture bookings • Organising and attending key meetings (including Annual General Meetings) • Taking and distributing minutes • Disseminate information/enquiries to the relevant board/committee members/coaches • Dealing with all correspondence • Attending to affiliations • Ensuring insurance is up to date and relevant • Maintaining up to date records and reference files, such as minutes of board/AGM meetings, insurance certificates, bookings agreements and any contracts entered into. • Arranging handover or succession planning for the position • Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately • support the efficiency running of the club
How much time will I need to give?	2 hour per week
What do I need to do this role?	<ul style="list-style-type: none"> • Good organisational skills • Good IT skills
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • Satisfaction of making a vital difference in your club • Learning new skills and developing your ability to carry out IT and administration tasks • The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role • Platform for future volunteering/employment opportunities <p>The enjoyment of meeting new people as part of a team</p>