



MALDON TABLE TENNIS CLUB

CLUB SECRETARY JOB DESCRIPTION

The Secretary is the chief administration officer of Maldon Table Tennis club. This person provides the coordinating link between members, the management committee and outside agencies.

The secretary is directly responsible to the Chairperson and the Committee members of Maldon Table Tennis Club.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles in line with GDPR rules and regulations
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent the club at Association meetings; obtain Association sanction for club events; communicate information between Association and club members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise hall bookings; respond to general duties as directed by the club committee.
- Manage membership applications
- Liaise and co-ordinate communications between committee members and club members

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of Maldon Table Tennis Club is 2-5 hours per week.

The Secretary is appointed for a 1 year period but can be re-elected on a yearly basis

This Job description is not exhaustive and/or limited to its contents