

Job Description - Secretary

JOB TITLE: Secretary
RESPONSIBLE TO: Crewe Judo Club Management Committee

- SKILLS REQUIRED:**
- Well organised
 - Good communication skills
 - Be a good decision maker
 - Able to maintain confidentiality
 - Prepared to make a regular time commitment

MAIN DUTIES:

- 1) Be the first point of contact for all enquiries
- 2) Represent the club at outside meetings with the BJA or other agencies
- 3) Keep up to date with sport initiatives
- 4) Affiliating the club to the British Judo Association
- 5) Dealing with correspondence
- 6) Organising the club's Annual General Meeting
- 7) Organising and attending other Committee and Executive Meetings
- 8) Taking and distributing minutes of meetings
- 9) Maintaining accurate records
- 10) Ensuring action points from meetings have been carried out by appropriate people
- 11) Assisting the Events officer with the organising of events
- 12) Collecting and analysing information from members (eg feedback forms)

SIGNATURES:

Treasurer

Date

Chair Person

Date

