

Volunteer Opportunities

Secretary



ROLE TITLE:

- Secretary

RESPONSIBLE TO:

- The Community Sports Hub Membership

SKILLS REQUIRED:

- Passionate about sport and the role of the Hub in the local area
- Enthusiastic
- Well organised and able to communicate effectively with members
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings

MAIN DUTIES:

- To be the 'principal administrator' for the Community Sports Hub, dealing with all Hub correspondence, distributing to relevant officers for response where required
- To prepare and distribute the Committee meeting Agendas
- Keep the Minutes of all Hub Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- To carry out or delegate all of the administrative duties thereby enabling the Hub and its members to function effectively

TIME COMMITMENT

- Meetings take place 4 times a year and usually last a maximum of 2hrs
- In between there is a need to support the implementation of the hub through communication with members and clubs, promotion of activity and encouragement of participation of other clubs and volunteers