



ROLE DESCRIPTION FOR A SECRETARY

The information below outlines the role, and skills and knowledge to look for in a Secretary.

ROLE

- To sit on the Abingdon Hockey Club committee and attend meetings.
- To have a vote on the committee.
- To take minutes at meetings and to circulate them afterwards to the rest of the committee.
- To be an authorised signatory for the club.
- To undertake such administrative duties that arise from time to time which enable the club and its members to function effectively.
- To give members at least four weeks' Notice of Annual General Meetings.
- To give ten days' notice of committee meetings and an agenda to the committee (where possible).
- To ensure the annual club data as requested by England Hockey is completed and sent in.

EXPERIENCE, KNOWLEDGE & SKILLS

- Good administration skills.
- Good organisation skills.
- Good communication skills.