



## **Maidstone Football Club**

### **Hon Secretary**

#### **RESPONSIBILITIES:**

**OF ROLE:** The main purpose of this role is that of principal administrator of the club. The Hon Secretary carries out all the administrative duties that enable the club and its members to function effectively. It is a pivotal role within the club with a close involvement in the general running of the club. The Hon. Secretary provides the main point of contact for people within and outside the club on just about every aspect of the club's activities.

**TO:** Main Committee

**FOR:** Assistant Secretary (If Appropriate)

#### **DUTIES:**

- Provide an open communication link between the committee, sub-committees, members and other clubs and leagues
- Record, manage and ensure action on all inward and outward club correspondence including legal and insurance matters and acknowledge where necessary.
- Provide such club details as required by the RFU and CB and maintain records of all members and former members of the club
- Ensure all relevant forms and publications are distributed to the responsible officers and available to members where applicable
- Represent the club, with the Chairman, on the CB Committee
- Organise AGM, Exec Committee and Club meetings, prepare agendas, reports and papers and take minutes.
- Communicate all matters of importance from the league/CB/RFU to the committee and club members; maintaining a sound knowledge of all league/CB/RFU rules and regulations

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good management skills
- Confident and effective communicator
- Good administration skills
- Well organised and conscientious
- Good IT skills
- Good working knowledge of meeting procedures

#### **TIME COMMITMENT:**

- Approximately 3 hours per week. Many of these will be at the weekend and in evenings