



GCSC Secretary

Role

Ensure the smooth running of club administrative requirements.

Contributing to the effective Leadership of the club, maintaining focus on its purpose and vision.

Skills

- Administration skills desirable.
 - Good working knowledge of Microsoft word and minute taking desirable.
 - Good verbal and written skills.
 - Well organized and efficient.
 - Sound knowledge of the club.
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Main Duties

- Deal with the day to day running of the club including all correspondence.
 - Process and deliver appropriate forms and information to and from county, regional and national ASA departments.
 - Call committee meetings and AGM, prepare agenda, take minutes and provide members with copies.
 - Joint responsibility for coach reviews with Chairman and Treasurer
 - Book venues for Committee Meetings and AGM.
 - Act as the main point of contact for your club for the County, Regional and National ASA.
 - Attend meetings external to club that have potential impact e.g. GCASA.
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Commitment

Ongoing weekly responsibility – typically 2-3 hours per week plus Committee Meetings

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of GCSC.
