Role Outline: Secretary

**NAME OF CLUB:** Club Name

**ROLE:** Secretary

**RESPONSIBLE TO:** Normally the Club Committee

**NAME OF VOLUNTEER:** Name

**START DATE:** XX/XX/XX **END DATE:** XX/XX/XX

Typical Responsibilities:

* Being the first point of contact for club enquiries
* Organising and attending key meetings (including Annual General Meetings)
* Taking and distributing minutes
* Delegating tasks to club members
* Dealing with all correspondence
* Attending to affiliations
* Ensuring insurance is up to date and relevant
* Maintaining up to date records and reference files
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

*These are example responsibilities – please adapt this template to suit your club’s needs.*