

Assistant Secretary

Roles and Responsibilities

- To assist the Secretary in the Administration of the Club.
- Maintain Minutes of Club Executive Meetings.

Key activities

- To take minutes at meetings and assist the Secretary in issuing notice of meetings and agendas to committee members.
- Assist with incoming and outgoing correspondence.
- Notify new members of approval of their membership by the Executive Committee.
- Assist in the maintenance of Club records and membership database
- Generally assist the Secretary in the business of administering the Club
- Ensure any safety concerns are reported to the Safety Officer
- Ensure any accidents witnessed or heard about are correctly reported.
- Ensure the club rules and bye-laws are abided by.
- Ensure Welfare issues are referred to the Welfare Officer