

Secretary

Roles and Responsibilities

- Act as first point of contact between members and executive.
- Generally supervise and co-ordinate the day to day running of the club
- Ensure the club is meeting all its legal obligations.
- Act as the DARC contact with British Rowing and all other partner organizations for administration purposes.
- Receive all DARC mail and report to the committee or publicise to all club members as required.
- Ensure that all monthly committee meeting minutes are written up
- Ensure that Club membership records are maintained..
- Act as direct line manager to the role of Facilities Manager

Key Activities

- Line Manage the role of Facilities Manager overseeing the day to day activities of the post holder and other matters concerning employees of the Club.
- Ensure compliance with all legal requirements including Bar and Entertainment Licensing, Health and Safety, Welfare and Employment.
- Co-ordinate, compile and submit reports required by DARC funding bodies.
- Co-ordinate and disseminate correspondence
- Ensure that a comprehensive database of member's addresses and details is maintained.
- Keep AGM and committee meeting minutes, produce agendas and co-ordinate any preparation for meetings. Prepare AGM election details.
- Notify membership of changes to bye-laws, membership subscription rates, etc.
- Maintain Lobby Noticeboard.
- Maintain supply of DARC membership forms.
- Canvas members' opinion and forward these to the committee where appropriate.
- Ensure any safety concerns are reported to the safety officer.
- Ensure any accidents witnessed or heard about are correctly reported.
- Ensure welfare issues are referred to the Welfare Officer.
- Maintain the club's online portal information service.
- Ensure the club rules and bye-laws are abided by.