



SECRETARY

Responsible to: Chair/ Parents forum

Skills

- Administration skills desirable
- Good working knowledge of Microsoft word and minute taking desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club
- Approachable

Role / Main duties

- Act as the first point of call for those looking to join or seeking information about the club
- Act as the main point of contact for your club for the county, regional and national BJA
- Deal with the day to day running of the club including all correspondence
- Deal with club membership to the BJA
- Deal with players club membership in conjunction with
- Liaise with Treasurer to ensure membership money is paid
- Keep all records accurate and up to date
- Keep BJA licence forms for distribution when appropriate
- To process and deliver appropriate forms and information to and from county, regional and national BJA departments
- Liaise with the Competition secretary to ensure that are aware of appropriate competitions
- Liaise with Kano Secretary
- Liaise with Website administrator to ensure the website is up to date
- Prepare monthly newsletter, to ensure all members are kept up to date
- Book venues for Committee Meetings and AGM
- Liaise with Chair to call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Act as the main point of contact for your club for the county, regional and national BJA
- Organise clubs Inter club competition / inter club under 8 training sessions, including paperwork and co-ordinating help
- To lead junior club development work including the coordination of junior club development plans.

Commitment

Ongoing weekly responsibility including all club committee meetings

Name _____

Signed _____

Date _____