



## **JOB/ROLE DESCRIPTION: SECRETARY**

### **Role**

To ensure the smooth running of Bridport Barracudas SC administrative requirements

### **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

### **Main Duties**

- Deal with the day to day running of the club including all correspondence
- To 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 officers with copies
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for your club for the county, regional and national ASA
- Act as the main point of contact for Bridport Barracudas SC for the various league competitions the club takes part in

### **Commitment**

Ongoing weekly responsibility including all club committee meetings

### **Current Post Holder**

Jo Jones (as at 11<sup>th</sup> January 2012)