

TEWKESBURY RUGBY FOOTBALL CLUB

ROLE DESCRIPTION

Honorary Secretary

Purpose

To provide an efficient administration service to the Management Committee , ensuring the requirements of the Management Committee functions smoothly and effectively and be the main communication link between the Management Committee and Officers of the Club.

Key aspects of the role

1. Manage and maintain record keeping
2. Manage all inward and outward Management Committee correspondence
3. Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, taking minutes and ensuring the distribution of the right paperwork to relevant individuals in the club.
4. Maintain communication between other bodies

Communicate any important matters between the RFU, CB and leagues, demonstrating a thorough understanding of the rules of each respective body and provide all details as necessary to the RFU and your CB.

Is this role for you?

If you are a capable manager who gets things done through strong communication, IT and delegation skills, as well as experience in administration and meeting procedures, you could hold a high profile and highly respected post in your club.