**Role outline: Secretary**

**NAME OF CLUB: TAMESIDE NETBALL CLUB**

**ROLE: SECRETARY**

**RESPONSIBLE TO: CLUB COMMITTEE**

**NAME OF VOLUNTEER TRACY GRIFFITHS**

**START DATE: 1 SEPTEMBER 2020 END DATE: 31 AUGUST 2021**

Main duties:

* being the first point of contact for club enquiries;
* organize and attend key meetings (including annual general meeting);
* take and distribute minutes;
* delegate tasks to club members;
* deal with all correspondence;
* attending to memberships;
* ensure insurance is up to date and relevant;
* maintain up to date records and reference files; and
* arrange handover or succession planning for committee positions.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..