

Guildford Archery Club Honorary Secretary: Job Description (Rev: Dec 2010)

JOB TITLE: Honorary Secretary

RESPONSIBLE TO: Club Management Committee and General Meeting

SKILLS REQUIRED:

- Well organised
- Able to keep records, prepare papers, letters and reports
- Confident about taking minutes of meetings
- Good communication skills
- Prepared to make regular time commitment

MAIN DUTIES:

- 1) In collaboration with the Chairman, take responsibility for organising agendas and business for meetings of the Executive Management Committee, General Meetings and the Annual General Meeting (AGM).
- 2) Taking and promptly distributing minutes of meetings and ensuring that action points are carried out in a timely manner.
- 3) Preparation of letters, papers and reports including an Annual Report.
- 4) Authorised signatory for cheques and other official documents.
- 5) Manage the Club's membership records and procedures including the calculation of Affiliation fees payable to GNAS/Archery GB and other associated bodies, overseeing the distribution of membership cards and liaison with the Child Protection Officer regarding the identification of Junior members and vulnerable adult members. Some of these duties may be delegated to a Membership Secretary (if appointed).
- 6) Oversee the activities of the Membership development function within the Club by liaising with the following officers - as appointed:
 - Membership Secretary
 - Records Officer
 - Beginners Course coordinator
 - Junior representative
 - Coaching and Schools Liaison Officer
- 7) In collaboration with the Chairperson, liaise with Guildford Borough Council, GNAS/ Archery GB or other appropriate bodies to administer and complete GAC's **accreditation** to the highest level of **Club Mark** or its current equivalent.
- 8) Represent the Club at official meetings of related bodies including GNAS, SCAS, SCAA or arrange for an alternative representative, and report on proceedings to the Executive Management Committee.
- 9) Make appropriate arrangements for the proposal of new members to the Management Committee and for any disciplinary actions as provided for in the GNAS/ Archery GB Code of Conduct and Club Constitution.
- 10) Put in place all arrangements relating to insurance of Club members, Club property and equipment including liaison with GNAS and other insurance providers, in liaison with the Armourer, Child Protection Officer and other Club officers as appropriate.
- 11) Act as initial point of contact with the Club.
- 12) Ensure that all Club details held by CSAA, SCAS and GNAS/ Archery GB are accurate and up to date.