**Role outline: Secretary**

| **NAME OF CLUB:** | RIBBLE VALLEY NETBALL CLUB |
| --- | --- |
| **ROLE:** | SECRETARY |
| **RESPONSIBLE TO:**  | CLUB COMMITTEE |
| **NAME OF VOLUNTEER** | Louise Sadler |
| **START DATE:** Sept 2021 | **END DATE:** Aug 2022 |

| * Being the first point of contact for club enquiries
 |
| --- |
| * Organising and attending key meetings (including Annual General Meetings)
 |
| * Taking and distributing minutes
 |
| * Delegating tasks to club members
 |
| * Dealing with all correspondence
 |
| * Attending to affiliations
 |
| * Ensuring insurance is up to date and relevant
 |
| * Maintaining up to date records and reference files
 |
| * Arranging handover or succession planning for the position
 |