

COLEBRIDGE TABLE TENNIS CLUB

Role description: Assistant Secretary

Name of Assistant Secretary: Michael Rinnhofer

Responsible to: Colebridge Management Committee

Main duties

- Support the efficient running of the club.
- Be a point of contact for club enquiries.
- Organising and attending key meetings (including Annual General Meetings).
- Taking and distributing the minutes for Committee Meetings and the AGM.
- Offering support to the General Secretary in producing the Colebridge Annual Report in preparation for the AGM.
- Other administrative tasks to support the General Secretary as requested.
- Maintaining up to date records and reference files.
- Monitoring of member feedback and summary of surveys.
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

Assistant Secretary - Adopted in Club Committee Meeting minutes

Signed: 

Club Chairman

Dated: 11th July 2019