

## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: League Secretary**


**Name of League Secretary:** Ben Willson

**Responsible to:** Colebridge Management Committee

### **Main duties**

- ↳ Support the efficient running of the club.
- ↳ Arrange affiliation of Colebridge to local league organisations.
- ↳ Organise local league teams, including Team Captains who are familiar with their role and responsibilities.
- ↳ Produce an online calendar of fixtures and keep this updated as required.
- ↳ Deal with all league correspondence.
- ↳ Promote the league competitions to relevant members.
- ↳ Support the General Secretary with league success for the Annual Report.
- ↳ Maintenance and enhancement of the Colebridge website.
- ↳ Attending key meetings (including Annual General Meetings).
- ↳ Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- ↳ Arranging handover or succession planning for the position.

League Secretary - Adopted in Club Committee Meeting minutes

Signed: 

Club Chairperson

Dated: 17<sup>th</sup> August 2020