

COLEBRIDGE TABLE TENNIS CLUB

Role description: General Secretary


Name of General Secretary: Kate Hughes

Responsible to: Colebridge Management Committee

Main duties

- ➔ Organising and attending key meetings (including Annual General Meetings); including sending out the Agendas and Minutes.
- ➔ Attending to affiliations (eg: Premier Club).
- ➔ Producing the Colebridge Annual Report in preparation for the AGM.
- ➔ Arranging the annual trophies and awards for the AGM.
- ➔ Coordinating training opportunities for members (eg: Defibrillator).
- ➔ Monitoring of member feedback and summary of surveys.
- ➔ Support the efficient running of the club.
- ➔ Be a point of contact for club enquiries and dealing with correspondence received.
- ➔ Maintaining up to date records, club policies and reference files.
- ➔ Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- ➔ Arranging handover or succession planning for the position.

General Secretary - Adopted in Club Committee Meeting minutes

Signed: 

Club Chair

Dated: 30th June 2023