

COLEBRIDGE TABLE TENNIS CLUB

Role description: General Secretary

Name of General Secretary: Post currently vacant

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: