



## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: General Secretary**

**Name of General Secretary:** Stephen Davies

**Responsible to:** Colebridge Management Committee

#### **Main duties**

- Organising and attending key meetings (including Annual General Meetings); including sending out the Agendas and Minutes.
- 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:

A handwritten signature in black ink that reads "John Cole".

Club Chair

Dated: 13<sup>th</sup> November 2025