



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.

Honorary Secretary

Purpose

To provide an efficient administration service to the club, ensuring the club functions smoothly and effectively and be the main communication link between internal and external stakeholders, including the Committee, sub-committees, club members and other clubs/leagues

Key aspects of the role

1. Manage and maintain record keeping

Manage all inward and outward club correspondence; manage all legal and insurance matters, in conjunction with other relevant members.

2. Lead meeting organisation

Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, taking minutes and ensuring the distribution of the right paperwork to relevant individuals in the club.

3. Maintain communication between other bodies

Communicate any important matters between the RFU, CB and leagues, demonstrating a thorough understanding of the rules of each respective body and provide all details as necessary to the RFU and your CB.

Is this role for you?

If you are a capable manager who gets things done through strong communication, IT and delegation skills, as well as experience in administration and meeting procedures, you could hold a high profile and highly respected post in your club.

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP