

# Radley AC

## Club Secretary

### Job Description

#### **Committee Business**

1. Receive incoming correspondence (post & e-mail)
  - pass any urgent correspondence on or get a decision and reply
  - Others (non-urgent) to wait for Committee decisions
  - All correspondence to be listed for Committee meetings circulated to Committee members at each meeting.
2. Minutes of the meetings to be taken and typed up and distributed (by e-mail if possible) within 1 week of meeting (ideally).
3. Correspondence to be replied to as appropriate
4. Hard copies of committee minutes to be kept in a record book, brought to each meeting for Chair to sign off.
5. Record of attendance at each meeting to be kept.
6. Agenda to be prepared for each meeting
7. Prepare up-to-date contact list for Committee members and distribute to Committee members

#### **Other Business**

1. Prepare fixture list on an annual basis
2. Assist with the preparation of the Radley AC Open meeting paperwork
3. Let everyone know about changes in Officers etc (Oxon AA, SEAA, EA, UKA, websites etc)
4. Write to coach company(s) for coach quote(s) and accept as appropriate.
5. Prepare and send other correspondence as requested by the Committee
6. Be a signatory on the Clubs bank account, if required.