



Griff & Coton Netball Club Committee Role Job Description

CLUB SECRETARY

The Club Secretary is the primary administrator for Griff & Coton Netball Club ("**Club**").

This person co-ordinates the majority of internal and external communications on behalf of the Club and is the primary link between the Club, the Griff & Coton Sports and Social Club, All England Netball and the Coventry and Warwickshire Netball Association ("**CWNA**").

WORKS WITH.....

The Club's main committee

RESPONSIBILITIES AND DUTIES.....

- Principal club administrator
- Main point of contact for the Club
- Organise all Club meetings (including all AGMs and EGMs)
- Attend all internal Club meetings
- Represent the Club at external meetings (where necessary)
- Take minutes/notes at the above mentioned meetings (where necessary)
- Support the Registrations Secretary to Affiliate/Register the Club and its members to ALL England Netball
- Support the Registrations Secretary Affiliate/Register the Club, its players and umpires with CWNA
- Deal with all correspondence to and from the Club
- Maintain registers of all committee members, players, umpires, coaches and those interested in joining the Club
- Keep up to date contact details for ALL Members of the Club and adhere to the GDPR regulations where required
- If required, assist selectors prior to trials with the contact information of and collation of information (players preferred positions, availability etc.)
- Support with managing and maintaining the Club's private Facebook page

TIME COMMITMENT REQUIRED.....

- Approximately 8-10 hours a month

SKILLS/ATTRIBUTES REQUIRED....

- Good organisation and communication skills
- Available to deal with emails during the day/early evening



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Basic knowledge of Microsoft Word and Excel

BENEFITS OF ROLE.....

- Satisfaction of making a real contribution to the Club
- Platform for future volunteering/employment opportunities
- Meeting and working with new people within both the Club and the CWNA