

**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
* 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