



SECRETARY

NEW STAR PATCHWAY



Name of Secretary : Alison Finn

Responsible to: Chair/ Parents forum

Skills

- Administration skills desirable
 - Good working knowledge of Microsoft word and minute taking desirable
 - Good verbal and written skills
 - Well organised and efficient
 - Sound knowledge of the club
 - Approachable
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Role / Main duties

- Act as the first point of call for those looking to join or seeking information about the club
 - Act as the main point of contact for your club for the county, regional and national BJA
 - Deal with the day to day running of the club including all correspondence
 - Deal with club membership to the BJA
 - Deal with players club membership
 - Liaise with Treasurer to ensure membership money is paid
 - Keep all records accurate and up to date
 - Keep BJA licence forms for distribution when appropriate
 - To process and deliver appropriate forms and information to and from county, regional and national BJA departments
 - Liaise with the Competition secretary to ensure that are aware of appropriate competitions
 - Liaise with Kano Secretary
 - Liaise with Website administrator to ensure the website is up to date
 - Prepare monthly newsletter, to ensure all members are kept up to date
 - Book venues for Committee Meetings and AGM
 - Liaise with Chair to call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
 - Act as the main point of contact for your club for the county, regional and national BJA
 - Organise clubs Inter club competition / inter club under 8 training sessions, including paperwork and co-ordinating help
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Commitment

Ongoing weekly responsibility including all club committee meetings

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

'The Role of the Secretary' ; 'Taxation and Sport' ; 'Fundraising Grants and Sponsorship' ;
'Organising fixtures and Competitions'

Resources provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Useful Websites

Sport England www.sportengland.org.uk

NSPCC www.nspcc.org.uk

Volunteering England www.volunteering.org.uk

Millennium Volunteers www.millenniumvolunteers.gov.uk

DO-IT www.do-it.org.uk

CSV www.csv.org.uk

Sports Coach UK www.sportscoachuk.org