

Club Secretary (Guidance for clubs to adapt for their own use)

The Secretary is the chief administration officer of your club. The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, they record the deliberations and decisions of the club committee.

The secretary is directly responsible to the President and members of your club:

Responsibilities:

- Responsible for the day-to-day business and administration of the club.
- Maintain an up to date database of all members and former members of the club.
- Ensure all players are correctly registered on Scottish Rugby's player management system before they represent the club.
- Provide player registration information and such club details as required by Scottish Rugby.
- Manage and ensure action on club correspondence including legal and insurance matters.
- Organise AGM, Executive Committee and club meetings.
- Responsible for the accurate record keeping and circulation of the minutes from meetings.
- Record and deal with disciplinary matters.
- Ensure all relevant forms and publications are with the responsible club officers and make the system available to members.
- Attend such meetings as required by the Executive Committee.

Knowledge and skills required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Has good knowledge of computer based communication systems

Estimated time commitment required

The estimated time commitment required as the Secretary is _____ hours per week during the season and _____ hours per week out of season.

TEMPLATE