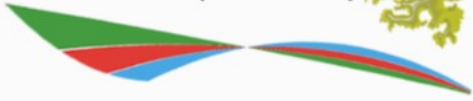


Middlesbrough AC
(Mandale)



higher, faster, longer, further, there's a place for everyone

ROLE SPECIFICATION Secretary

Responsible to: Committee

Skills required: good administrative skills
ability to communicate effectively and with confidence
well organised
good literacy skills

Role requirements: access to computer / laptop and printer essential
should be confident in the use of technology

Responsibilities

- promote the best interests of the Club both locally and nationally
- deal with all incoming and outgoing relevant correspondence
- ensure Club documentation is accurate and up to date
- liaise with the Chairman to arrange meetings
- prepare Meeting Agendas and take Minutes
- ensure that Committee members have relevant information before and after meetings
- pass on information received to the Website Developer for inclusion on the Club website
- facilitate sub Committee Meetings
- maintain Clubmark documentation
- provide a report for the AGM
- attend Committee Meetings

Signed _____

Date _____