



July 2009

THE SECRETARY AND THE MODEL CLUB CONSTITUTION

Purpose of the Secretary:

The Secretary has an important role in the club. He/She deals with the club's administration and has an impact on the efficiency and effectiveness of the club's management.

Responsibilities of the Secretary:

These include –

- As per the club constitution to be one of the signatories on the club's bank account.
- Ensuring that lists of members and their contact information is up to date.
- Ensuring compliance with the Data Protection Act in the processing/storage of data, where relevant (see separate A.S.A. guidance, where applicable).
- The collection of subscriptions and the registration of members if there is no Membership Secretary.
- Dealing with Club inward and outward correspondence and Emails promptly.
- Maintaining a list of useful club contacts. To include as a minimum the DAS Legal Helpline for clubs and the club's password for access to the Norton Rose electronic draft employment/service contracts.
- Organising Committee Meetings and General Meetings of the club and attending them.
- Preparing an agenda before these meetings and take minutes of all meetings and make these available to all members as relevant. Also nomination forms for Members seeking nomination to the Committee.
- Liaising between the committee and sub-committees.
- In conjunction with the Chairman preparing a full report on the club's activities (for presentation at the A.G.M.) since the last A.G.M..
- Ensuring that action points from meetings are carried out.
- Ensuring the club's affiliation to the Region is maintained.
- Ensuring that new members are made aware of the club rules, bylaws and constitution and are given a copy of these and that they and their parents, if the new member is under 18, sign a receipt for them.



- Being the first point of contact for enquiries from both inside and outside the club.
- Ensuring, in conjunction with the Treasurer, that payments are made on time.
- Arranging, if there is no Championship/trophy secretary, for the obtaining of the medals and collection and engraving of club trophies ready for presentation and to arrange for the presentation ceremony.