



# Queensbury Juniors Role Outline



## Role Title

CLUB SECRETARY

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## Main Purpose of the Role

TO ENSURE SMOOTH RUNNING OF ALL ADMINISTRATIVE TASKS

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The SECRETARY will be responsible to:

THE MANAGEMENT COMMITTEE

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## And Resonsible for:

ENSURE THAT ALL CORRESPONDENCE IS DEALT WITH EFFECTIVELY AND PROMPTLY

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REPRESENT THE CLUB AS NECESSARY AT MEETINGS AND FUNCTIONS

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## Tasks will include:

Annually:

ATTENDANCE OF AGM

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Monthly:

ATTENDANCE OF MONTHLY MANAGEMENT MEETINGS

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Weekly:

DEAL WITH CORRESPONDENCE

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## Other relevant information:

Liason within club:

REST OF MANAGEMENT COMMITTEE

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Training required:

NO SPECIFIC TRAINING

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## Estimated time commitment:

5-10 HOURS PER WEEK AVERAGE

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## Term of the role:

12 MONTHS

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## Out of pocket expenses:

REASONABLE EXPENSES PAID

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## Special Conditions:

ENHANCED CRB CHECK

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## Skills:

ESSENTIAL GOOD ADMINISTRATION SKILLS

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DESIRABLE KNOWLEDGE OF HOW A RUGBY LEAGUE CLUB RUNS

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