

Bournemouth Rugby Football Club

Job Specification - Club Secretary

Main purpose of role

Responsible for the day-to-day business of the club

Actual duties involved

Manage and ensure action on club correspondence including legal and insurance matters

Maintain records of all members and former members of the club.

Provide such club details as required by the RFU and CB

Ensure all relevant forms and publications are with the responsible officers and make the system available to members

Organise the AGM, The Club Executive Committee and Management Committee Meetings.

Represent the club with the chairman on the CB committee, if required.

Attend such meetings and conventions as required by the executive committee.

Manage paid clerical support

Liaison with

All committee members, general public, Club members, rugby union student liaison officer, Local authority, other clubs, Rugby Development Officer, Rugby Football Union

The post holder will be responsible to: The Management Committee

Meetings to attend

Main committee meetings

Annual general meeting if appropriate

County annual general meeting

RFU forums and meetings if appropriate

Estimated time commitment: Average 1– 2 hours per week throughout the year

Term of role

The secretary will be appointed for one year at a time for a maximum of 3 years

Benefits

Reasonable travel expenses to agreed appearance events at x pence per mile

Other associated expenses will be paid for by the club as directed by the treasurer

Increase in profile within the rugby fraternity and local & national media

Other benefits as set out by the club

Attributes

Enthusiasm to move the club forward in its chosen direction.

Administrative and organisational skills.

Good information technology skills

Communications: email, telephone, documentation

Proactive in progressing actions from committee(s)