



Cam Cricket Club
The Pavilion, Everlands,
Cam, Dursley,
Gloucestershire, GL11 5NL
www.camcc.co.uk



SECRETARY – ROLES AND RESPONSIBILITIES

Role: To ensure the smooth running of the club administrative requirements

Useful skills: Friendly
Approachable
Good management skills
Confident and effective communicator
Very good administration skills
Excellent organisational skills
IT literate

Tasks

- Deal with the day to day running of the club including all correspondence
- Deal with outgoing and incoming correspondence
- Distribute incoming correspondence to other club officers and members when appropriate
- Maintain correspondence files of all documents
- Call committee and club meetings and AGM, as detailed in club constitution, prepare agenda, attend, take minutes and provide officers with copies
- Sit on disciplinary committee and take minutes at all relevant meetings
- Respond to external requests for club information
- Assist with drafting of member communications when required

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.