

**Role outline:** Secretary

**NAME OF CLUB:** TAMESIDE NETBALL CLUB

**ROLE:** SECRETARY

**RESPONSIBLE TO:** CLUB COMMITTEE

**NAME OF VOLUNTEER** LAURA HALL

**START DATE:** 1 JUNE 2022

**END DATE:** 31 AUGUST 2022

Main duties:

* being the first point of contact for club enquiries;
* organize and attend key meetings (including annual general meeting);
* take and distribute minutes;
* delegate tasks to club members;
* deal with all correspondence;
* attending to memberships;
* ensure insurance is up to date and relevant;
* maintain up to date records and reference files; and
* arrange handover or succession planning for committee positions.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..