

JOB DESCRIPTION: GENERAL SECRETARY

JOB TITLE: General Secretary

RESPONSIBLE TO: General Committee

SKILLS REQUIRED:

- 1 Well Organised, good at delegation.
- 2 Administrative Skills, approachable.

MAIN DUTIES

- 1) Call management committee meetings on an agreed date.
- 2) Arrange a suitable venue.
- 3) Inform committee members of arrangements.
- 4) Take minutes of the meetings
- 5) Duplicate and distribute the minutes.
- 6) Present the minutes to the appropriate committee.
- 7) Advise the committee of any matter requiring urgent attention
- 8) Deal with all club correspondence.
- 9) Liaise with all sub committees, membership sec & registration sec.
- 10) To follow & Promote the ASA Child Protection & Code of Ethics policies
- 11) Issue club cheques for all invoices, expenses & club fees as required.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____