

Honorary Club Secretary Role Description

1. Purpose of the Role

2. Roles and Responsibilities

- 2.1. Act as the primary contact Exeter Rowing Club to deal with enquiries for members of the public.
- 2.2. Coordinate communications to all members including the promotion of events, meetings.
- 2.3. Ensure that Directors Meetings, Management Committee Meetings and Rowing Meetings are minuted by working with other volunteers or attending the meetings.

3. Key Activities

- Co-ordinate and disseminate correspondence
- Manage the record keeping for the clubs decision making meetings, ensuring that these are available to members.
- Work with the Chair of Directors, Secretary to the Directors to ensure that General Meeting notices are produced and distributed in a timely manner.
- Notify membership of changes to rules, regulations, membership subscription rates, BR & WEARA updates etc.
- Liaise with Membership Secretary and Boathouse Manager regarding the waiting list held for private racking. (Final decisions on racking are to be made by the Rowing Committee)
- Promote Exeter Rowing Club at all times
- Commitment to devoting time and attention to the role
- Adhere to all relevant Policies of Exeter Rowing Club

4. Committee and Reporting Positions

Meeting	Participation
Board of Directors	If required
Management Committee	Voting
Rowing Committee	In Attendance
Annual General Meeting	Yes
Other Meetings	

5. Training Requirements

- British Rowing - Safeguarding and Protecting Children
- First Aid
- Safeguarding

6. Expected Workload

8-10 hours per month, plus meetings.

7. Desired Skills, Qualifications and Experiences

- Experience of producing agendas and minutes
- Experience with software necessary for the production of agendas and minutes (Microsoft Word, Libre Write, Pages etc)

- Experience of dealing with sensitive and confidential information

8. Recruitment and Selection

This role is selected by nomination and vote by the members at the Annual General Meeting.

Where the role becomes vacant, the Directors may co-opt the role as appropriate.

9. Term of Office

1 year, but may be re-appointed with no maximum term of office.

10. Payment

This is a voluntary position and is therefore unpaid. Exeter Rowing Club will pay reasonable out of pocket expenses incurred by a volunteer carrying out duties outlined in this role description

11. Evaluation

There is no formal evaluation for this role.

12. Review & Approval Dates

The board reviews the role descriptions annually to ensure appropriate assignment of duties and responsibilities.