

# MEDWAY & MAIDSTONE A.C.

## ROLE DESCRIPTION FOR HON. SECRETARY

The role of the Hon. Secretary within the Club is to:-

- Ensure that the Club runs smoothly
- Administer the Club's correspondence

The Hon. Secretary is expected to:-

- Deal with Club queries.
- Prepare for and attend Management Committee meetings. Arrange for correspondence to be sent to the meeting if unable to attend.
- Support and assist all elected officers of the Management Committee
- Bring matters outstanding to the attention of Club Chair/committee members
- Provide admin. support to the Club Chair
- Open all mail and forward on to relevant people as required
- Acknowledge receipt of such correspondence as required, without undue delay.
- Reply to any other correspondence as directed by the Club Chair
- Liaise with the Club Chair on the Agenda for each Management Committee meeting before it is circulated
- Circulate any relevant information received from Governing Bodies.
- Distribute any relevant information to Governing Bodies and any other appropriate people

The Hon. Secretary is expected to take responsibility for:-

- Arranging a venue for AGM/EGM
- Distributing Notice of AGM/EGM