Secretary

The Secretary reports to the Executive Committee and requires to be enthusiastic, well organised, with good communication and administrative skills

General Responsibility

- Responsible for the administration of the Club, that it's business is conducted in accordance with the ASA laws, the Club's constitution and all relevant British and European legislation

Specific Duties

- Organise dates for meetings. Organise the room hire, preparation and circulation of an Agenda
- Ensure that notes are taken of each meeting and that all decisions are Minuted
- Keep members informed of any key decisions made and matters discussed
- Ensure that the Club insurance(s) is/are up to date and provide adequate cover
- Arrange the AGM of the club and ensure that its conduct is in accordance with ASA Law and Club Constitution
- Collect resolutions from the AGM and ensure that these are posted
- Arrange any SGM which maybe needed
- Receive all general correspondence to the Club and arrange for responses as required in consultation with the Technical Director, Chairperson and Treasurer
- To follow and promote the ASA child protection policy