**Volunteer Role Description**



**Secretary**

**Secretary Main role:**

 Act as Secretary/Minute taker at club committee meetings

 Be well aware of all current and future club activities

**Tasks involved:**

 Deal with all correspondence

 Support the Chairperson and Treasurer in all aspects of club correspondence

 Make arrangements for meetings and prepare agenda in conjunction with Chairperson

 Assist the Chairperson to follow the agenda strictly, unless directed otherwise by the

meeting

 Take minutes and circulate to all relevant parties as soon as possible after the

meeting. Ensuring all voting issues are recorded accurately.

 Preparation and maintenance of records such as Minutes of Meetings, AGM Reports,

etc.

 Liaises with the other club members, parents, volunteers etc..

 Assist in driving the club development plan forward

 To disseminate any information from the National Governing Body and Governing Body to all members

**Accountability:**

 The secretary is accountable to all the members of the club committee

**Support and training:**

 The Northern Ireland Judo Federation Volunteer Co-ordinator will be available to

provide support to all volunteers. This can be on a formal or informal basis as required.

**Expenses and equipment:**

 This is a voluntary post and therefore no payment will be received, on occasion

mileage may be provided if the volunteer is asked to travel further afield.

 The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may

be covered.

**Vetting:**

As Secretary you more than likely not to have access to children/young people or vulnerable adults within the club as part of your role and therefore an Access NI check (enhanced) will not be required. If you are involved in a coaching role this may change, please check with your club.