



Club Secretary

NAME OF CLUB:	Hungerford Hares
ROLE:	Club Secretary
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Victoria Chidsey
START DATE: 23/10/18	END DATE: 23/10/19

Typical Responsibilities:

- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members
- Dealing with all correspondence
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position