## Secretary Role Description

**Overview of the Role**

The Secretary conducts the administration and running of the club

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Dealing with all enquiries and correspondence, as the club’s main contact
* Supporting the chairperson in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes
* Completing the annual venue registration with the LTA
* Maintaining accurate records
* Circulating relevant information from the County, Regional and National LTA

**Skills and experiences needed for the role**

* Excellent communication skills – both verbal and written
* Reliable and trustworthy
* Good IT and organisational skills

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

### Time commitment

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will be required to attend management committee meetings and the AGM
* You will be asked to attend LTA club forums wherever possible

**Further Information**

* This role does not require a DBS check