

Honorary Secretary of Ashford RFC

The role of the Honorary Secretary at Ashford Rugby Club is essential for ensuring effective administration, communication, and compliance. This position involves managing records, organizing meetings, and serving as a liaison between the board, members, and external stakeholders.

Responsibilities

1. Administrative Duties

- **Record Keeping:** Maintaining accurate records of meetings, decisions, and club activities.
- **Document Management:** Ensuring all official documents, such as contracts, policies, and correspondence, are properly filed and accessible.

2. Meeting Management

- **Agendas:** Preparing and distributing agendas for board and committee meetings.
- **Minutes:** Taking detailed minutes during meetings and distributing them to relevant parties.
- **Scheduling:** Organizing meeting dates, sending out notices, and ensuring quorum is met.

3. Communication

- **Internal Communication:** Acting as a point of contact for board members, staff, and club members.
- **External Communication:** Liaising with external stakeholders, including governing bodies, sponsors, and other clubs.
- **Correspondence:** Managing incoming and outgoing correspondence, ensuring timely responses and follow-up.

4. Compliance and Governance

- **Regulatory Compliance:** Ensuring the club adheres to legal and regulatory requirements.
- **Policy Implementation:** Assisting in the development and implementation of club policies and procedures.
- **Membership Management:** Maintaining the membership database, handling membership applications, renewals, and communications.

5. Event Coordination

- **Annual General Meeting (AGM):** Organizing the AGM, including preparing reports, notices, and managing voting procedures.
- **Special Events:** Assisting in the planning and coordination of club events, meetings, and functions.

Skills and Qualifications

- **Organizational Skills:** Strong ability to manage multiple tasks and keep accurate records.
- **Attention to Detail:** Ensuring all documents and records are accurate and well-maintained.
- **Communication Skills:** Excellent written and verbal communication abilities.
- **Time Management:** Efficiently managing time to meet deadlines and handle various responsibilities.
- **Interpersonal Skills:** Ability to work well with board members, club members, and external stakeholders.
- **Knowledge of Rugby:** Understanding the rugby, its governance, and the club's structure.

Activities

- Working with the chairperson to develop meeting agendas.
- Attending meetings and recording detailed minutes.
- Handling emails, letters, and other communications.
- Discharging responsibilities as part of the Executive Committee Terms of Reference.
- Keeping updated records of meetings, membership, and other important documents.
- Scheduling and organizing meetings, ensuring all necessary materials are prepared.
- Ensuring the club meets its legal and regulatory obligations.
- Managing the membership database and processing new applications and renewals.

Member of: Executive Committee