

# Task Descriptions



## Title: Secretary

### Role purpose:

- Lead Administrator for England Touch Association (ETA)
- Support the committee members in their roles as needed
- Take a leading role in organising the AGM and Strategic Planning Weekend (both annual events)

**Experience:** n/a

**Qualifications:** n/a

**Hours required:** On average 2 hours per week

### Key dates:

- February: ETA Annual General Meeting (AGM)
- November: ETA Strategic Planning Weekend

**Reports to:** CEO of England Touch – See Organisational Chart.

**Locations:** Work from home.

Contract type: 1 year term. All applications will be shortlisted. Those that meet the minimum criteria will be put forward for interview. The CEO will appoint the successful candidate.

**Salary:** Voluntary role, expenses paid if applicable.

### Skills and Qualities:

Person specification	E	D
Reliable and have a can-do attitude	X	
Personable and approachable	X	
Enthusiastic about touch and growing the sport		X
Able to maintain confidentiality	X	
Highly organised and methodical in approach	X	
Good communication skills, both orally and written	X	
Good IT skills including Microsoft Office programs	X	
Excellent time management skills with the ability to adhere to tight deadlines and deal with any queries promptly	X	
Able to prioritise tasks, and delegate where necessary		X
Be a strategic thinker and able to plan ahead		X
Aware of the key agencies and partners that can support the ETA and work in partnership with them		X
Alert to constitutional and legal requirements		X

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## Scope of job/key elements:

Main duties and job accountabilities	Measures and input required
Organise and attend the ETA's AGM and all Directors' meetings.	Set dates and send out calendar invites early. Arrange venues where meetings will be held. Ask for agenda items and circulate papers prior to the meetings. Confirm attendance from committee members. Obtain written updates from those unable to attend.
Take and distribute minutes.	Accurate minute-taking at meetings to ensure all action points and decisions made are captured. Circulate minutes within a week of the meeting.
Ensure action points from meetings have been carried out.	Track progress of actions. Follow up where required to ensure the actions have been carried out. Provide updates to others where necessary.
Maintain accurate records (e.g. committee contact details, conflict of interest forms).	Keep appropriate ETA documentation up to date. Ensure information captured is accurate.
Deal with correspondence (verbal or written).	First point of contact for the ETA for any enquiries. Answer any correspondence within a week, or promptly pass it to the appropriate committee member to deal with if it specifically concerns their remit.
Carry out (or delegate where necessary) administrative duties that enable the ETA and its committee members to function effectively.	Provide administrative support to any of the committee members as and when required, or where appropriate find suitable candidates for work to be delegated to.