



Task Descriptions

England Touch Secretary

The secretary is an administrator for England Touch and provides the link between the members, the executive committee and outside agencies.

The secretary carries out or delegates administrative duties that enable the association and its members to function effectively.

Responsibilities and Duties

Include (but are not limited to):

- Organising the club's annual general meeting (AGM) and organising and attending all executive committee meetings.
- Taking and distributing minutes.
- Maintaining accurate records.
- Ensuring action points from meetings have been carried out.
- Dealing with correspondence.
- Supporting the association with funding applications
- Collecting and analysing information from the members (eg from an end of season feedback form or questionnaire)

Knowledge and Skills Required

- Methodical and reliable
- Good organisational skills
- Good communication skills
- Able to maintain confidentiality
- Able to delegate
- Good decision maker
- Be a strategic thinker and be able to plan ahead
- Aware of the key agencies and partners that can support your club, and work in partnership with them.
- Alert to constitutional and legal requirements
- Enthusiastic about your sport