

Tockington Archers

Committee Member Post Profile

Tockington Archers is a club run by the members for the members for the enjoyment of archery. All committee posts are filled and performed by volunteers who are appointed in accordance with the club constitution.

Post:

Club Secretary

Duties of the Post:

It is the duty of the post holder to:

- 1) Carry out an administrators role on behalf of the club, for example:
 - a) Collation of new membership applications, names and details
 - b) Collation of entrants for the beginners course
 - c) Prepare and carry out correspondence on behalf of the club and committee
- 2) Maintain records of:
 - a) Committee meetings
 - b) Internal and external correspondence
 - c) Maintain listings of members and addresses
 - d) Maintain any applicable statutory / non-statutory training records for club posts and positions
- 3) Arrange and attend committee meetings
- 4) Attend, where practical, Gloucestershire Archery Society (County) meetings on the behalf of the club and report back any issues that could affect the club
- 5) Prepare and present a Club Secretary's report at the AGM
- 6) Keep the other members of the committee informed as necessary of correspondence or developments
- 7) Assist the committee with organising social events as required