

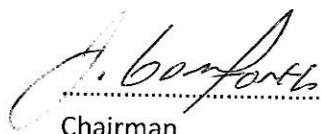
Isle of Wight County Table Tennis Association

Role & Responsibilities – General Secretary

Role:	To be the principal club administrative officer and provide a link between members, the committee and outside agencies.
Status:	Volunteer
Elected at:	IWCTTA Annual General Meeting
Responsible to:	IWCTTA membership
Reports to:	IWCTTA Management Committee
Approximate time commitment:	Between two and four hours per week
Useful skills and experience:	Have good organisational and communication skills. Able to make decisions and delegate.
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses.

Responsibilities

- In conjunction with the Chairman act as the point of contact for official correspondence relating to the club.
- Circulate information to relevant officers/members.
- Organise and service club meetings in accordance with the club's constitution.
- Circulate agenda and minutes from club meetings, including the AGM pack, in consultation with the Chairman and Treasurer.
- In conjunction with the Chairman and the Treasurer ensure that official club records (constitution, annual accounts, club events, achievements, meetings, etc.) are available for inspection.
- In conjunction with the Chairman and the Treasurer maintain a database of members.
- Issue new members with a club Welcome Pack.
- In conjunction with the Chairman issue 'Roles & Responsibilities' sheets to new committee members.
- In conjunction with the Chairman and the Treasurer produce and update a club membership application form.
- Agree to and act on club's Equity and Child Protection policies.
- Agree to club's Rules and Codes of Conduct.


Chairman

19/6/17
Date

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Revision