RDTTA General Secretary - Role Description

The position of **RDTTA General Secretary** is elected at the RDTTA AGM each year and as an Officer of the Association is a member of the RDTTA Management Committee.

Many of the tasks for this role are actions that need to be carried out annually, but there is a certain amount of ad-hoc work to be done as needed throughout the season. This document outlines the responsibilities of the role.

Note: over the years some people who have been Gen. Secretary have taken on additional tasks which are not specifically part of this role, but which needed to be done. The "Additional Responsibilities" listed below are some of those tasks but they need not be part of the role of General Secretary.

Responsibilities

The General Secretary has the following responsibilities:

- "Post Box" for the Association - deal with all in-coming correspondence, forward, report on or action it
- Secretary - produce & send out correspondence on behalf of the Association
- Diary management - produce & update annual calendar for the Association
- Key Document management - produce & issue new versions of standard documents for each season
- Venue booking - as required for the Association

This role is primarily an administrative one and requires the holder to have access to their own computer, to the internet and to have a certain amount of knowledge of & familiarity with using computers, emails and word processing.

Regular Tasks

For each **new season** the General Secretary should do the following:

- Produce updated versions of RDTTA standard documents, as needed
  - e.g. Forms A & B for registration

- Produce RDTTA Calendar for the season

- Book venues for RDTTA tournaments, Awards Night, AGM, Committee Meetings etc.

- Prepare & issue letters to Club Secretaries
  - re Team entries, league structure, Handbook collection etc.

- Receive & process Form A (Team registration)
  - also see Additional Responsibilities below re League Construction

- Prepare & issue RDTTA AGM notice

- Provide a report to the RDTTA AGM

- Issue Annual letter to each RDTTA Life member

Ad-Hoc

The following actions will also be necessary at different times throughout the season:

- Process in-coming correspondence for RDTTA
- Action out-going correspondence, as directed by the RDTTA Management Committee
- Provide Newsletter items
- Report to the RDTTA Management Committee at committee meetings

Additional Responsibilities

The following actions have been carried out by the General Secretary in previous seasons but are not specifically part of this role and could be done by another member of the Management Committee:

- **League Construction**
  - produce draft team placings for each Division at the start of the season, taking into account all team alternation and shared home night requests
  - attend League Construction day (usually the last Sunday in July), to review draft team placings & based on these produce draft Handbook pages,
  - Attend the RDTTA Committee meeting immediately following League Construction day, to present draft team placings for approval by Committee

- **RDTTA Ranking List**
  - prepare rankings, based on end of season final averages
  - provide ranking lists for update into RDTTA website

- **Attend Berkshire Committee meetings**
  - unless others on RDTTA Committee can go

Supporting Documentation & Assistance

Additional information for some of the responsibilities listed above has been documented:

RTT 1	**List of RDTTA Standard Documentation** (e.g. Forms A & B)	
RTTW nn	**RDTTA Draft Calendar** (Dates to be included)	

Note: RDTTA Standard Documentation includes various Guidance Notes, including for the role of General Secretary and for League Construction.

Access to RDTTA standard documentation will be provided.

Access to the RDTTA Website maintenance facility along with documentation and/or training on how to enter News items will be provided by the RDTTA Website Administrator.

Any further assistance will be provided by other members of the Management Committee as needed.