

RDTTA Assistant General Secretary - Role Description



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

This document outlines the responsibilities of the role.

The main objective for this role is to assist the General Secretary with the annual tasks that need to be carried out and with various ad-hoc actions throughout the season.

Responsibilities

The specific responsibilities of the role will be agreed with the RDTTA General Secretary at the start of each season, but may include any of the following tasks:

- RDTTA diary management
- RDTTA document management
- Booking venues for the Association
- Sending out correspondence on behalf of the Association
- Assisting with League Construction

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.

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)
RTTA 02	Role description – Gen Secretary

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.

Assistance and training will be provided by the RDTTA General Secretary. Any further assistance will be provided by other members of the Management Committee as needed.