

# **The Club Secretary**

## **Role descriptor**

## **As the secretary of the club...**

This is a position of responsibility and trust, carrying charity trustee responsibilities and, collectively, the trustees are ultimately responsible and accountable for the management of the club and all its activities, ensuring it's legally run in line with the club's constitution and is a safe place for members.

You'll need to be committed and organised and have the time to take on a number of administrative tasks. You will be responsible for the planning of all meetings and the AGM, and for keeping accurate records of all your club's business, activities and important documents.

As meetings are crucial to the smooth running of your club, it's vital that they are well planned and structured. It's up to you to be well-prepared before and during meetings, so that you can support your chairperson and have everything you might need ready to hand, make sure important information is shared with members, see that they are involved in decision-making and have the chance to raise any questions or make suggestions.

Record keeping is vital and you will need to be meticulous when it comes to updating information and filing. You'll also be key in communicating with members and your county office.

The responsibilities of charity trustees should be read and understood before accepting the nomination into this role.

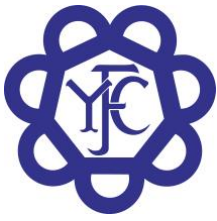
The responsibilities of charity trustees should be read and understood before accepting the nomination into this role. As a trustee of the club (as a charity) you should expect safe recruitment processes to be applied to your nomination to this role. This will include:

- ✓ completing a Position of Trust form
- ✓ a self-declaration
- ✓ a request to supply the names and contact details of two people who can be approached for independent references (one may be from the YFC community and another independent of the YFC) and
- ✓ that a DBS check at enhanced level with barred lists will be carried out.

If you fail to supply the names of two referees and information required for a DBS check to be made within the first four weeks, you should consider yourself to be 'stepped down' or 'removed' from the role. In this instance the club can hold a new election for the position.

### **Your responsibilities include:**

- As a charity trustee, accepting responsibility and accountability for the management of the wider club activities, including risk and upholding the reputation of a youth organisation.
- Supporting the club chairperson in planning and running club meetings, including preparing the agenda, and letting everyone know the date, time and venue.
- Being equipped with the club's constitution, attendance and minute books, copies of the agenda and any necessary papers at meetings. Summarising any correspondence received and reading through the minutes of the previous meeting to ensure nothing is still outstanding.
- Making sure the chairperson welcomes any special guests, speakers and new members.
- Ensuring he or she asks for updates and notes actions and matters arising from the previous meeting, which don't appear anywhere else on the agenda.



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- Taking the minutes, recording decisions and noting who is allocated to carry out any actions, and making sure arrangements are in place for the next meeting.
- Circulating the minutes if required, and taking any necessary action after meetings.
- Dealing with club correspondence. Sending letters of invitation and thanks, sending reminders and advance notices to presidents and advisory committee members.
- Keeping all records, including membership details, completed risk assessment forms, policies and blank forms. Ensuring DBS checks are done for all officeholders, application forms and references are kept on file or passed to your county office. Recording all spending and expenses.
- Keeping a diary and useful contacts list.
- Together with the programme secretary, providing everyone with a copy of the club programme and letting members know about upcoming local, regional or national events.
- Taking up any training opportunities to help develop your skills and knowledge.

## Top tips for your role...

The role of chairperson carries a lot of responsibility, but the unique democratic nature of YFC provides both the structural framework and the team to help you succeed. Here are a few things to try.

### Meetings

Always be punctual. Write up the minutes as soon as possible. Leave less important items until later in the meeting so they can be deferred if time is short.

### Agendas

Keep important items at the top of the agenda as people will be sharper at the start of a meeting. Manage any other business carefully.

### Correspondence

Divide everything into three categories: For decision and reply; for information only; and requires club action.

### Minutes

Minutes can be written in a minute book or typed on a computer. They are an excellent club history and the county records office may store them.

### Attendance Records

Attendance records should be kept for all YFC activities - regular club meetings, committee meetings, trips, visits, competitions training - all club events. Use an A5 hardback book with a page for each meeting or activity, including practice and training activities.

### Contact

Keep in contact with members through group texts, a website or even a newsletter. Always acknowledge all correspondence.

Version	Date	Author	Comments & status
1.0	29.06.2021	NFYFC	Final document - for publication