

Forth Canoe Club
Club Committee Voluntary Role: Club Secretary

Role Description:

Hours per week: average 1 to 5 hours (flexible)

Commitment period: 1 year from AGM

Introduction:

Forth Canoe Club is one of Scotland's largest and widest encompassing Clubs. It works in all disciplines and levels of the sport. We have numerous groups within the Club requiring a share of the limited resources and with contrasting needs. We organise several events each year, also running courses and trips for our members.

For the Club to operate successfully it is necessary for members of the Club to put themselves forward and accept voluntary roles within the Committee, this provides management of the Club.

Turnover is approximately £30,000 a year. There are approximately 350 members.

Outline of role:

This role takes responsibility for ensuring the successful operation of Forth Canoe Club's paperwork and registrations. As secretary you will be responsible for keeping and publicising Notes and Minutes from Club Meetings and ensuring our affiliation with the SCA is always up-to-date.

You will have to work with other Committee Members and volunteers to gain a full understanding and knowledge of the Club's membership (who are members are), activities that take place within FCC and of wider canoeing activities/culture in Scotland.

Outline of tasks:

- Ensure legal responsibilities of the Club are met
- Be the addressee for Club correspondence
- Keep insurance certificates up to date
- Write official letters on behalf of the Club
- Take a role in monitoring the grant from Direct Club Investment
- Liaise with other Committee members about all live issues
- Act as a signatory on the bank accounts alongside the Treasurer
- Organise and arrange the Agenda for Committee Meetings and the AGM along with the Commodore
- Set dates of Committee Meetings and the AGM and book a venue
- Take Minutes at Committee Meetings, publicising these to the Committee and Membership
- Take Minutes at the AGM, publicising these to the Membership
- Register the Club with the SCA and keep this up to date each year
- Attend at Club Coaches' Meetings to keep the link from Committee to coaches
- Answer Club queries from members, potential members, other Clubs and the media