



Role Title:		General Secretary	
Brief outline:	This role provides administrative support to the Chair and the hockey Committee. This role is part of the Hockey Committee and carries voting rights.		
Reports to:	Hockey Committee	Responsible for:	Club members
Key Responsibilities:			
• To arrange Hockey Committee meetings monthly or when requested by the Chair. • To attend Committee meetings and take minutes. • Circulate minutes of meetings in a timely manner. • Keep a record of past minutes and agendas. • Arrange the AGM, issue relevant papers and take minutes. • Assist with the general administration of the club as requested by the Chair. • Liaise with Communications Officers and issue emails to the club as requested. • Act as the clubs prime contact with England Hockey and other organisations. • Liaise with the membership secretary to ensure members contact details are up to date. • Act as a nominated cheque signatory.			
Attributes needed for this role:			
• Organisation skills • Communication skills • Prioritisation skills • Attention to detail • Ability to take minutes			
Training / Qualifications / Experience / Knowledge needed:			
• IT skills • DBS certificate needed. • England Hockey Safeguarding course needed.			
Estimated time you would be required to give to this role:		Approximately 2 hours per week.	
Remuneration:		This is a voluntary role	
Elected via:		AGM	