**Club Secretary**

**Role Description**

The Secretary is the chief administrator in the club, responsible for the day-to-day management of the club activities. The Secretary has a key role to play in ensuring that effective communication exists between all Committee Officers and between the Committee and the Club members.

*Reports/accountable to*

* Chairperson/ Club Committee

**Responsibilities**

1. Effective administration of the County affairs

* Responsible for the day to day administration and coordination of the Club activities
* To maintain good communication lines with all clubs in the county
* To manage all official correspondence to the county board and other clubs in connection with Club matters
* To ensure up-to-date records are kept of committee memberships
* Ensure players have correctly completed **injury forms**, i.e. all sections are completed, all information is correct and all signatures are obtained. When the form is in order, it should be signed and forwarded immediately to LGFA, Croke Park, Dublin 3

1. Keeping records

* Ensure that all the following records are maintained:
* Matches
* Venues
* Dates and winners
* Membership and player registration records
* Record of all correspondence
* Minutes of meetings
* To ensure up-to-date records are kept of committee memberships

1. Meetings

* The Secretary must ensure that all arrangements for meetings are met:
* Responsible for the preparation of meeting agenda in consultation with the Chairperson
* To circulate agendas and any supporting papers in good time
* To minute meetings and circulate the draft minutes to all committee members with all other relevant documentation

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| SKILLS | KNOWLEDGE |
| * Excellent communication (verbal and written), and interpersonal skills * Excellent influencing skills * Excellent ability to manage people/resources and build and sustain good team relationships and manage conflict * Strong leadership and decision making skills * Excellent negotiation skills * Excellent strategic skills and innovative thinking in order to develop/contribute to vision and implement strategy * Effective presentation skills * Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects * Effective numerical and analytical skills | * **Be familiar with The official guide and all County by-laws** * **Clear and detailed knowledge of LGFA’s structures, rules, regulations and procedures at all levels of the Association** * **Clear and detailed knowledge of the LGFA’s coaching schemes and initiatives** * **Clear and detailed knowledge and management of financial systems and accounts in order to manage day to-day County Committee finances (in association with the Treasurer)** * **Working knowledge of IT related packages and systems** |