



TOR RUGBY CLUB

Club Honorary Secretary

What you can do for your club:

- Provide an efficient administration service to the club
- Ensure the club functions smoothly and effectively
- Be the main communication link between internal and external stakeholders, including the Committee, sub-committees, club members, other clubs and leagues

The role:

- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Provide the necessary details to the RFU and your Constituent Body (CB)
- Maintain the records of club members and former members
- Distribute the right paperwork to the right people in the club
- Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, and taking minutes
- Communicate any important matters between the RFU, CB, and leagues, showing a thorough understanding of the rules of all these bodies

Ideally, you'll need to be:

- A capable manager who gets things done
- Able to delegate effectively
- Confident and good at communicating
- Skilled at administration and meeting procedures
- Well-organised and conscientious
- IT literate

What you'll get out of it:

This is a high profile and highly respected post, with many high-level organisational skills transferable to/from the world of work. You'll be able to see the results of your efforts very clearly, as there is a correlation between a well-run club and success on the field.

How much time it will take up:

Depending upon the size of the club, about 6-8 hours a week, mainly in the evenings and at weekends.