Secretary – Voluntary Role Description

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| Club: |  |
| Volunteer role title: | Secretary |
| Desirable qualities: | For this role, you are likely to:   * Friendly * Approachable * Good management skills * Confident and effective communicator * Very good administration skills * Excellent organisational skills * IT literate |
| Main tasks: | * To act as a first point of call for those looking to join or seeking information about the club * Deal with all club membership * Ensure club affiliation * Deal with outgoing and incoming correspondence * Keep club records accurate and up to date * Liaise with Chairman to arrange meetings * Prepare agenda and take minutes of committee meetings * Circulate any relevant information from ECB and CCB to members |
| Supported by: | Provide a name and contact details of who will support them in their role |
| Hours/ days: | Try and be as flexible as possible to accommodate the availability of the volunteer. However, where there are set hours and days for when the role needs to be fulfilled, you should make them clear. |
| What can be gained from this role? | * To learn new and develop existing skills through hands on experience * Personal & professional development and/or training. * The ability to explore different sorts of career or job opportunities in a voluntary capacity. * A chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate. * Experiencing new challenges. * Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others. * A written/verbal reference. * A brilliant CV booster (73% of employers would employ a candidate with volunteer experience over one without). |
| Other information: | Provide any other information which will help make the role appealing and reassure the potential volunteer that it will be a fun, rewarding and supported opportunity! |
| Club Contact: | For more information or to apply for this role, please contact:   * Name: * Email: * Phone: |