**ROLE PROFILE: SECRETARY**

**What will I do?**

The primary duties of the Club Secretary include (but are not limited to):

* Act as principle club administrator
* Entry of club teams into appropriate competitions
* Registration of club members
* Maintenance of the club calendar
* Allocation of officials for home fixtures (where leagues do not allocate for us)
* Acting as a primary point of contact for the club to opposing clubs, Suffolk Basketball, East Basketball and Basketball England
* Arranging and minuting committee meetings
* Arranging the club AGM
* Attending appropriate sub-committee and management committee meetings
* Supporting the club fundraising and publicity volunteers
* Assisting with organisation of club events
* Providing a report at the club AGM

**Who will I work with?**

You will be working as a member of the club’s Management Committee (alongside our Chair, 2 x Vice Chair, Treasurer, Welfare Officer and Head Coach), as well as being one of the lead officers on the Club Service and Club Business sub-committees.

**What skills are required to do the role?**

You will need good organisational skills and IT skills, and be able to answer occasional emails and phone calls regarding club matters.

**What is the time commitment?**

The time commitment for the role will naturally fluctuate through the year, tending to be busier at the start of the season and approaching events/the AGM. We anticipate that the normal workload should be a maximum of 2-3 hours, per week.

The Club Secretary is an elected role, appointed at the AGM for a term of one year (running to the next AGM).

If you would be interested in becoming the club secretary, please email us to apply at: [bulldogsbasketball@hotmail.co.uk](mailto:bulldogsbasketball@hotmail.co.uk)

All applications **must** be received at least 14 days prior to the date of the AGM.

It is essential that you are a registered member of the club for the season in which you are serving as a member of the committee, and we may require the person holding the role to provide references and/or undertake a DBS check and Safeguarding qualifications.