

SECRETARY – Cambourne Exiles RFC

Main purpose of role: Responsible for the day-to-day business of the club

Actual duties involved:

- Manage and ensure action on club correspondence including legal and insurance matters
- Maintain records of all members and former members of the club.
- Provide such club details as required by the RFU, CB and County.
- Ensure all relevant forms and publications are with the responsible officers and make the system available to members
- Organise AGM, committee and club meetings.
- Represent the club with the chairman on the CB committee.
- Record disciplinary matters.
- Attend such meetings and conventions as required by the executive committee.
- Manage paid clerical support

Liaison with: All committee members, general public, Club members, rugby union student liaison officer, Local authority, other clubs, Rugby development officer, Rugby Football Union

The post holder will be responsible to: The Executive committee

Meetings to attend

- Executive committee meetings
- Annual General Meeting if appropriate
- County Annual General Meeting
- RFU forums and meetings if appropriate

Estimated time commitment: Average 1–2 hours per week through the year

Term of role: The Secretary will be appointed for one year at a time with the hope that the post-holder will remain in position for a maximum of 3 years.

Benefits

- Associated expenses will be paid for by the club as approved by the committee and directed by the treasurer
- Increase in profile within the rugby fraternity and local & national media