

# LANSDOWN HOCKEY CLUB

[www.lansdownhockey.co.uk](http://www.lansdownhockey.co.uk)



## CLUB SECRETARY ROLES & RESPONSIBILITIES

---

**NAME:**

**REPORTING TO:** Lansdown Hockey Club Committee

---

### ***Role Purpose***

*To ensure the efficient recording, reporting, administration and circulation of Lansdown Hockey Club (LHC) information and communication, received from the leagues, Gloucestershire Hockey Association (GHA), England Hockey (EH) or other internal and external agencies.*

---

### **Main Duties**

- To act as principal contact for LHC
- To be the 'principal administrator' for the club
- To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
- To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- To ensure that all members have a copy of the club handbook and committee contacts etc
- To ensure there is a straightforward and efficient network of communication
- To organise and service meetings in accordance with the LHC constitution
- To maintain a secure database of committee members and external contacts
- To liaise with the leagues, EH and GHA
- To bring all matters affecting the club to the attention of LHC committee
- To enter teams and players into events as agreed by the Committee
- To sit on LHC and attend meetings
- To take minutes and circulate them to all of the committee members with adequate notice
- To assist in the organisation of any events run by LHC

# LANSDOWN HOCKEY CLUB

[www.lansdownhockey.co.uk](http://www.lansdownhockey.co.uk)



- To arrange dates for forthcoming committee meetings
- Ensure all necessary information is available at all coaching sessions, i.e. players details. This information must be passed onto the relevant Head Coach

**This role description is not to be regarded as exclusive or exhaustive and in consultation with EH, may be altered at any time**

---

## Experience or Attributes

- Good organisational, administration and communication skills
- Knowledge of computers, word processing and the Internet would be advantageous

---

## Benefits to Lansdown Hockey Club

- Experience in administration of a league competition structure
- Enhancement of I.T., communication, administration and organisational skills
- Members, volunteers and internal and external groups will receive a prompt and efficient service from the LHC

---

## Essentials

- CRB Disclosure -

Signed (Club Chairman) : ..... Date .....

Print Name: .....

Signed (Club Treasurer):.....Date .....

Print Name: .....