

## Hillingdon Triathletes Club Secretary Job Description

<b>Volunteer Job Title</b>	Club Secretary
<b>Type of Volunteering</b>	To act as secretary for your club.
<b>Main Purpose of Volunteering</b>	Arrange club meetings, the club's AGM, take minutes at meetings and be responsible for administrative tasks.
<b>Responsible to</b>	The club's Chairperson
<b>Competencies / Experience required</b>	Be methodical, organised and be able to delegate tasks and make decisions for the committee.
<b>Commitment required</b>	Approximately 8-12 x 2 hour meetings per year, plus be responsible for the distribution of minutes after each meeting.
<b>Benefits to self</b>	Working on a Club Committee and seeing improved organisation and development within your club and its members.
<b>Benefits to community</b>	A well-run, efficient Club Committee that is beneficial to the club's members, but also to the region.
<b>Support received from</b>	The club's chairperson, and your Regional Development Officer where appropriate.
<b>Is this Volunteer Opportunity open to disabled persons?</b>	Yes.