# Role Specification

## Bar Hill Cricket Club Minutes and Correspondence Secretary

**Purpose of role:**

* Produce the agenda and minutes of any formal meeting held by the Club
* Liaise and correspond with external organisations
* Communicate with club members

**Main duties:**

* Full member of the Management Committee
* Take minutes of Management Committee, Annual and Special Meetings
* Take minutes of other meetings as required
* Distribute the agenda & minutes of Club meetings to the Management Committee and others as appropriate
* Work with the Playing and Membership Secretary to report any incoming correspondence to the Management Committee and reply as directed
* Work with the Playing and Membership Secretary to prepare reports to the club Annual Meeting and Annual Parish Meeting
* Communicate with club members as directed by the Management Committee
* Liaise with the Village Hall Management Committee and Sports & Social Club, plus any other external organisations as directed by the Management Committee

**Skills/experience required:**

* Secretarial
* Computing
* Report writing
* Organisation
* Agenda construction
* Communication
* Team working

**Qualifications required:**

* None (DBS status to be confirmed by Safeguarding Officer)

**Pay status:**

* Volunteer role

**Appointment:**

* Elected for one year at Annual Meeting by majority vote

**Termination:**

* Non re-election
* Resignation or death of role holder
* Majority vote of no confidence at a Special Meeting

I accept the role as described above and that I have read understood and agree to be bound by the following policy documents:

* The ECB ‘Safe Hands – Welfare of Young People in Cricket’ Policy
* Bar Hill Cricket Club Constitution
* Bar Hill Cricket Club Code of Conduct
* Bar Hill Cricket Club Youth Policy
* Bar Hill Cricket Club Health & Safety Policy and Procedures

Signature

Name Date