

## Secretary

**NAME OF CLUB:** *Kingston Kayak Club*










**ROLE:** SECRETARY

**RESPONSIBLE TO:** *CLUB COMMITTEE*

**NAME OF VOLUNTEER** *Vicki Lowthorpe*

**START DATE:** 01.04.13

**END DATE:** 031.03.15

-  Being the first point of contact for club enquiries
-  Organising and attending key meetings (including Annual General Meetings)
-  Taking and distributing minutes
-  Delegating tasks to club members
-  Dealing with all correspondence
-  Attending to affiliations
-  Ensuring insurance is up to date and relevant
-  Maintaining up to date records and reference files
-  Arranging handover or succession planning for the position



[www.core.sportengland.org](http://www.core.sportengland.org)