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| **Role** | Secretary |
| **Committee Status** | Core GNC Committee Member |
| **Responsible to** | GNC Chair Person |
| **Work with** | 1. GNC Chair Person to ensure the timely and accurate distribution and creation of correspondence and meeting papers. 2. GNC Committee members to collate and compile meeting agendas and follow up progress on actions agreed. 3. Other GNC Committee sub group volunteers and club members as necessary. |

**Roles & Responsibilities:**

1. Attend 8 weekly GNC Committee meetings and provide an admin function to include:

* Working with the GNC Chair Person to create meeting agendas
* Collating sub group committee reports and updates
* Circulating meeting papers
* Taking minutes of the meeting
* Setting up meeting events in the GNC Committee Facebook Group

1. Attend GNC’s Annual General Meeting and provide an admin function to include:

* Circulating meeting papers
* Working with the GNC Chair Person to create meeting agendas
* Taking and distributing minutes of the meeting

1. Monitor the GNC email inbox and respond to/ forward on enquiries.
2. Send out communications to senior club members as agreed by the GNC Chair Person for example team announcements and club updates.
3. Oversee progress made against a club wide timetable to ensure communications and activities such as court bookings are made in good time.
4. Complete, return and file entry forms for senior leagues and tournaments.
5. Distribute, collate and file accident forms.
6. Seek out and collate nominations for club awards such as The Club Person of the Year Award and Karen Lewis Award.
7. Ensure the standard formatting of all GNC policies and procedures and alert The GNC Committee when a policy or procedure is due for review.
8. Support the GNC Chair Person on any admin pertaining to GNC’s Club Action Planning Scheme (CAPS) portfolio or GNC Development Plan.
9. Coordinate gifts to be awarded at GNC’s end of season presentation evening.
10. Carry out all roles and responsibilities in line with the GNC Privacy Policy and all other relevant policies and procedures.
11. Be a positive role model for GNC club members/ volunteers by upholding the GNC Code of Conduct and acting as an ambassador of the club.