

**Goalball UK – Club Minimum Standards**

# 9. Club Constitution – Secretary

This guidance has been adapted from Sport England Club Matters (<http://www.sportenglandclubmatters.com/club-planning/governance/your-committee/>) as best practice for developing your club’s committee.

## Example Role Outline: Secretary

Name of club:

Role:

Responsible to: Normally the Club Committee

Name of Secretary:

Start date: XX/XX/XX End date: XX/XX/XX

Typical Responsibilities:

* 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
* Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately

These are example responsibilities – please adapt this template to suit your club’s needs.

**Should you need any additional information in relation to club committee please contact Tom Dobson at Goalball UK.**

Tom Dobson

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