

**Goalball UK – Club Minimum Standards**

# 9. Club Constitution – Secretary

This guidance has been adapted from Sport England buddle ([buddle - Club secretary outline role description](https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2023-12/outline-role-description-club-secretary.docx?VersionId=6G7Nwamz6QJvlNZAm0PBgj_7eX2c7go4)) 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 and managing club email inboxes
* Supporting the club’s timely entry into competitions
* Organising and attending key meetings (including Annual General Meetings)
* Taking and distributing minutes
* Delegating tasks to club members
* Dealing with all correspondence including club affiliation
* 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.

## Additional Information

Should you need any additional information in relation to club constitution, committees, or meetings please contact our enquiries email and a member of the development team will get back to you – [enquiries@goalballuk.com](mailto:enquiries@goalballuk.com)