



SHELFORD RUGBY CLUB

HONORARY SECRETARY

Overview:

The Honorary Secretary will be a leader within the Club, ensuring efficient administration and helping to ensure that the Club functions smoothly and effectively. The Honorary Secretary will be the main communication link between internal and external stakeholders, including the Board, the General Committee, the Working Committees and members. As Honorary Secretary you will be appointed a Director of Shelford Rugby Limited.

What you'll get out of it:

This is a high profile and highly respected role, with many high-level organisational skills transferable to/from the world of work. You will have a leading role in ensuring that the Club fulfils its potential on and off the pitch. You'll be able to see the results of your efforts very clearly, as there is a correlation between a well-run club and success on the field. It's a demanding role, but incredibly rewarding.

Ideally, you'll need to be:

- A capable manager who gets things done;
- Well-acquainted with the running of the club and the Club's rules;
- Confident and good at communicating;
- Skilled at administration and meeting procedures;
- Well-organised, conscientious and IT literate.

What you'll do:

- Manage all inward and outward correspondence, ensuring that necessary actions are followed up;
- Be the main point of contact for the RFU, Cambridgeshire RFU, Eastern Counties RU and other clubs;
- Organise and attend meetings of the Board, the General Committee and the AGM, preparing agendas and paperwork, and taking minutes;
- Ensure that members of the Board, the General Committee and Working Committees have the paperwork and information they need to function effectively;
- Ensure effective communication between all parts of the Club and members;
- Attend and represent the Club at events and meetings outside the Club;
- Guide, support and advise all members on club matters, being familiar with the Club's rules;
- Encourage and support players, throughout the Club, by attending as many games as possible;
- Hand over to the next Honorary Secretary as smoothly as possible.

Responsible to:

The Board.

Term of office:

The Honorary Secretary is elected or re-elected annually at the Shelford Rugby Limited AGM and it is recommended that they serve for a maximum period of five years.