



Staffordshire Archery Association

Secretary Job Description

- In collaboration with the Chairman, take responsibility for organising agendas and business for meetings of the General Meetings and the Annual General Meeting (AGM).
- The Nomination for the Secretary is to be elected at a County Annual General Meeting.
- Secretary is the official correspondence contact between the County and all the clubs, the Regional and National bodies and also the public.
- The Taking and promptly distributing minutes of meetings and ensuring that action points are carried out in a timely manner.
- Act as custodian of records of meetings and ensures they are properly filed for future reference.
- Preparation of letters, papers and reports including an Annual Report.
- Act as initial point of contact for the County.