



As club secretary...

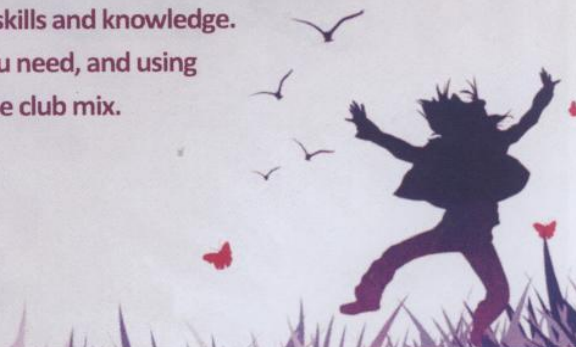
You'll need to be committed and organised and have the time to take on a number of administrative roles. You will be responsible for the planning of all meetings and the AGM, and for keeping accurate records of all your club's business, activities and important documents.

As meetings are crucial to the smooth running of your club, it's vital that they are well planned and structured. It's up to you to be well prepared before and during meetings, so that you can support your chairman/woman and have everything you might need ready to hand, make sure important information is shared with members, see that they are involved in decision-making and have the chance to raise any questions or make suggestions.

Record keeping is vital and you will be meticulous when it comes to updating information and filing. You'll also be key in communicating with members and your county office.

Your responsibilities include:

- Supporting the club chairman/woman in planning and running club meetings, including preparing the agenda, and letting everyone know the date, time and venue.
- Being equipped with the club's constitution, attendance and minute books, copies of the agenda and any necessary papers at meetings. Summarising any correspondence received and reading through the minutes of the previous meeting to ensure nothing is still outstanding.
- Making sure the chairman/woman welcomes any special guests, speakers and new members.
- Ensuring he or she asks for updates and notes actions and matters arising from the previous meeting, which don't appear anywhere else on the agenda.
- Taking the minutes, recording decisions and noting who is to carry out any actions. Making sure arrangements are in place for the next meeting.
- Circulating the minutes if required, and taking any necessary action after meetings.
- Dealing with club correspondence. Sending letters of invitation and thanks, sending reminders and advance notices to presidents and advisory committee members.
- Keeping all records, including membership details, completed risk assessment forms, policies and blank forms. Ensuring CRB checks are done for all officeholders, application forms and references are kept on file or passed to your county office. Recording all spending and expenses. Keeping a diary and useful contacts list.
- Together with the programme secretary, providing everyone with a copy of the club programme and letting members know about upcoming local, regional or national events.
- Taking up any training opportunities to help develop your skills and knowledge.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





Top tips for your role

The role of secretary is pivotal in the successful running of a YFC. You are central to ensuring everyone knows what is going on and important information is always accessible. Here are a few things to try.

Meetings

Always be punctual. Write up the minutes as soon as possible. Leave less important items until later in the meeting so they can be deferred if time is short.

Agendas

Keep important items at the top of the agenda as people will be sharper at the start of a meeting. Manage any other business carefully.

Correspondence

Divide everything into three categories: For decision and reply; for information only; and requires club action.

Minutes

Minutes can be written in a minute book or typed on a computer. They are an excellent club history and the county records office may store them.

Contact

Keep in contact with members through group texts, a website or even a newsletter. Always acknowledge all correspondence.

