

Affiliated Club Secretary Role Template

Introduction

The Club Secretary is a key role within any paddling club. The role requires a range of skills; from the overall role in making sure that the club is well organised and well managed, to contributing as a leader within the club. The secretary will work closely with the Club Chair and the Club Treasurer to ensure that the club fulfils any legal requirements, is governed effectively and that club members are consulted with, and involved in, the future direction of the club.

It is helpful if the Club Secretary has a background in administration and/or finance but it is not essential. They will provide general administrative oversight of the club and take a lead in managing club membership and running committee meetings.

At Annual General Meetings, the Secretary's role is to organise the meeting, making sure all club members are aware of the time and date of the event, are provided with an agenda and that the minutes of the meeting are taken and circulated.

The Secretary should have a good knowledge of the club and has a responsibility for ensuring that the collective views of members can be heard and represented. These views help the Club develop and deliver activities that reflect the needs and wants of the club members.

Clubs are encouraged to have a Club Development Plan, outlining actions the club is taking to improve the opportunities available to members. It is usual for the Club Secretary to be involved in the design and delivery of the Club Development Plan.

The Secretary should also be aware of the status of the Club Safety Framework, ensuring that it reflects the extent of all club activities and is up-to-date.

Role Description

The Club Secretary is responsible to: The Club Management Committee through the Club Chair.

Role purpose: To ensure the club's administrative functions, including membership and legal requirements of governing documents.

Commitment: This will obviously vary depending on the size of the club, how active the club is and whether the club is going through any transformational changes (e.g. facility development, refurbishment, etc.). On average, the Secretary might be expected to give 2- 4 hours per week, plus time for various committee meetings. This role could be separated further for example Membership Secretary.

Main Tasks:

- Act as the first point of contact for the club and ensure prompt communication internally and with external organisations
- Ensure all formal meetings (including the Annual General Meeting) are effectively organised and minutes are recorded
- Maintain effective and up-to-date club records
- Upholding the legal requirements of the club
- Deal with or delegate all of the administrative duties for the club including ensuring insurance is up-to-date and relevant
- Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time
- Ensure that all members have access to the club handbook, insurance details and officer's contacts
- Assist the club to fulfil its responsibilities to safeguard its members at club level.
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings
- Provide regular reports on membership numbers to the committee
- Be actively involved in creating and delivery of a Club Development Plan

Skills required

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Similar experience in this role is desirable (but not essential)
- Good administrative skills and competent with email

- Access to forms of communication and contactable
- Enthusiastic and able to motivate others
- Familiar with club membership management software Club Secretary

Required for the role:

The Secretary Must:

- Be either a Club Associate identified on the Paddle UK Club portal or be a Paddle UK On the Water/Bank Member.
- Have completed, as a minimum, The Paddle UK “[Introduction to Safeguarding Training](#)” within the last 3 years.

Attributes of a Secretary

There are many attributes which combine to make an outstanding Club Secretary. Like all good leaders, it is easy to recognise an effective Club Secretary when you meet them, but pinning down what they have in common can be a bit more difficult. The list below highlights some of the attributes we think all great leaders share:

1. **Integrity** - The person in charge of the administration of a club must be seen to have the highest personal standards with regard to honesty, reliability and commitment to the role. They should lead by example.

2. **Ability** to influence others - the Secretary is a key member of the Club Committee and responsible for helping club members understand their role in running a safe, well organised club. The Club Secretary has a critical role in making sure that communications with members are clear and easy to understand, that decisions made at formal meetings are shared and that communications with external organisations are as effective as possible.

3. **Personal strength** - Being Club Secretary of a club can sometimes be challenging and difficult. A good Club Secretary will share responsibilities and give strength and support to others. Clubs can experience tough times and the resilience of the Secretary can be important in maintaining a great club spirit and ensuring the ongoing viability of the club.

4. **Clear vision and passion for the club** - the best clubs have a clear vision and plan for how they will provide the best paddling experiences for their members. The Secretary plays a key part in working with members in establishing a vision and objectives for the club. They also help drive the delivery of the Club Development Plan and a passion for the club can help maintain the commitment of others.

5. **Emotional Intelligence** - a difficult attribute to pin down but a Secretary will have the ability to build effective relationships with club members. The Secretary should be able to establish trust whilst, at the same time, being able to challenge the views of others and then work with fellow committee members to facilitate a “club” ethos.

6. **Knowledge and experience** - prior knowledge and experience in running a club, dealing with administrative tasks and paddling can be very helpful (but not always necessary!).

7. **Decisiveness** - a good Secretary will know what actions should be prioritised, when to take action, and what judgments to make in difficult circumstances. They gather all information and views before working with fellow committee members to arrive at decisions that are in the interests of the club and its members.

8. **Coaching skills** - As a senior member of the club and someone with good administrative skills, the Secretary can help other Board members and general club members grow and thrive. At the very least, time spent supporting and developing leaders throughout the club will do wonders for the club’s succession planning.

9. **Courage** - The Secretary might, as a member of the Club Committee, on very rare occasions be required to make some tough decisions which are in the best interests of the club. These might not be popular, but as long as good consultation has taken place, backed up by transparent processes and good communications, decisions are more likely to be seen as fair and in the interests of the club as a whole.