

# CLUB LIFE

*Empower, Engage, Sustain*

## Roles and Responsibilities Secretary

<b>Role:</b>	To be the first point of friendly contact for those seeking information about the club
<b>Approximate time commitment:</b>	Various throughout the year
<b>Useful skills and experience:</b>	<ul style="list-style-type: none"><li>▪ Friendly</li><li>▪ Approachable</li><li>▪ Good management skills</li><li>▪ Confident and effective communicator</li><li>▪ Very good administration skills</li><li>▪ Excellent organisational skills</li><li>▪ IT literate</li></ul>
<b>Support / Training</b>	Support through the club and Hockey Wales
<b>Tasks:</b>	<ul style="list-style-type: none"><li>▪ To act as a first point of call for those looking to join or seeking information about the club</li><li>▪ Deal with all club membership</li><li>▪ Ensure club affiliation</li><li>▪ Deal with outgoing and incoming correspondence</li><li>▪ Keep club records accurate and up to date</li><li>▪ Liaise with Chairman to arrange meetings</li><li>▪ Prepare agenda and take minutes of committee meetings</li><li>▪ Circulate any relevant information from Hockey Wales and WHUA to members</li></ul>



For more information, visit:

[www.hockeywales.org.uk/play/club-life](http://www.hockeywales.org.uk/play/club-life)



## Benefits of Volunteering

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the social life that hockey clubs generate
- Experiencing new challenges
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others



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