

Secretary

Roles & Responsibilities

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

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