



Saunton Sands Surf Life Saving Club

Registered Charity No: 1032081 - Email: sauntonsandsslsc@hotmail.co.uk

SECRETARY/ADMINISTRATOR Job Description

- Ⓢ Make arrangements including agenda, venue, date, etc, for Club meetings in consultations with the Chairperson and advise members accordingly
- Ⓢ Collect and collate reports from office bearers
- Ⓢ Take minutes of meetings and maintain a copy for records
- Ⓢ Read, reply and file correspondence promptly
- Ⓢ Collate and arrange for the printing of the annual report
- Ⓢ Maintain files of legal documents such as constitutions, leases and titles
- Ⓢ Act as the public officer of the Surf Lifesaving Club, liaising with members of the public, affiliated bodies and government agencies.
- Ⓢ Perform the general routine administration of the Club

Skills required

- Ⓢ Communicate effectively
- Ⓢ Well-organised and can delegate tasks
- Ⓢ Maintain confidentiality on relevant matters
- Ⓢ Have a good working knowledge of the Club Constitution
- Ⓢ Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public