



## ROLE DESCRIPTION

<b>ROLE TITLE</b>	<b>HONORARY SECRETARY</b>
<b>REPORTS TO</b>	<b>CLUB CHAIR</b>
<b>DIRECT REPORTS</b>	<b>CLUB ADMINISTRATIVE ASSISTANT</b>
<b>GRADE</b>	<b>VOLUNTARY NON-PAID POSITION</b>

## NATURE AND SCOPE

The Honorary Secretary is the head administrator for the club. The remit is broad; as well as looking after the general running of the club, you'll act as the interface between internal and external stakeholders.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Act as the main communication link between the board, sub-committees, club members, other clubs and leagues
- Manage and record all inward and outward club correspondence making sure the necessary actions are owned and followed up
- Manage the Admin Assistant and ensure annual appraisals carried out accordingly
- Manage legal and insurance matters
- Provide the necessary details to the RFU and Constituent Bodies (CB)
- Distribute the right paperwork to the right people in the club
- Organise the annual general meeting, board meetings, and club meetings preparing agendas and be responsible that minutes are taken
- Communicate any important matters between the RFU, CB and leagues showing a thorough understanding of the rules of all these bodies
- Overall responsibility for the maintaining effective records and administration
- Act as the Chief Information/Technology Officer (CIO/CTO) for the Club with overall responsibility for the Clubs IT Strategy
- Handover to the next Club Secretary as smoothly as possible
- Able to demonstrate the highest professional and personal integrity
- Communicate effectively and to present a highly professional image when representing BRFC
- Act as an ambassador for, and promote the best interests of BRFC at all times, including the promotion of the BRFC and RFU Core Values
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of BRFC.

## PERSON SPECIFICATION

### QUALIFICATIONS AND EXPERIENCE

- Current RFU Enhanced DBS disclosure ( or willingness to obtain one)
- Recent and relevant experience of working with, or in sports clubs and preferably in a rugby environment.
- Experience of working with other agencies in business or sport



- Practical involvement in sport (preferably Rugby) as a player, coach or other volunteer
- Ideally some background in a voluntary sport operation – as a professional or volunteer

## SKILLS & PERSONAL ATTRIBUTES

### **Ideally, you'll need to be:**

- An experienced and effective leader
- Confident and good at communicating
- Deal promptly with communication
- Tactful, diplomatic and discreet
- Well-versed in the running of the club
- Well organised with an orderly approach
- IT literate

## ADDITIONAL INFORMATION

### **How much time it will take up:**

Approximately 12 hours per week.

### **What you'll get out of it:**

Running this office well shows considerable command of high-level organisational skills. It's a highly respected post within the community. You'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and success on and off the field.

All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.

The role description, person specification and responsibilities may be subject to change at the discretion of the BRFC and in accordance with business/organisational developments. Any changes will be communicated to the role holder as appropriate.