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**ASPIRE GYMNASTICS CLUB ANNUAL GENERAL MEETING**  
**25<sup>TH</sup> APRIL 2019**

**REPORT OF SECRETARY**

I submit this report for information at the AGM of Aspire Gymnastics Club on 25<sup>th</sup> April, 2019.

My Role as Secretary of the Club is to act as first point of contact between the Club and others. This is a Role which has changed somewhat as a result of the Club having its administration automated nowadays by its management system (currently "Love Admin"). However I remain first point of contact for queries and do my utmost to answer those queries promptly. My E Mail for such queries is [secretary@aspiregymnasticsclub.org](mailto:secretary@aspiregymnasticsclub.org)

I have signed an amended "Role Description" relating to my volunteer duties at Aspire and I attach that document to this report.

In addition to the duties set out in the Role Description of Secretary I do numerous other jobs around the gym including manning the office for several early evenings in the week and keeping notice boards up to date etc.

In January I organized a successful Club competition where all competition groups competed for medals at various levels.

I mentored one coach through her level 2 W.A. Coaching course during the last year.

I did volunteer judging at a recent schools event and also assisted Beverley to organize that event.

**I submit my report herewith and I put myself forward for continuance in the role of Secretary to the Club in the forthcoming year.**

Signed.....Christine Blanshard

## **CLUB SECRETARY – ROLE DESCRIPTION**

THIS IS A VOLUNTEER AGREEMENT FOR THE ROLE STATED ABOVE AND IS NOT INTENDED TO BE A LEGALLY BINDING CONTRACT OF EMPLOYMENT. THE CLUB WILL PAY THE VOLUNTEER OUT OF POCKET EXPENSES AND PROVIDE SUITABLE TRAINING AS REQUIRED. THE CLUB WILL ALSO CARRY OUT ADEQUATE RISK ASSESSMENTS AND TREAT VOLUNTEERS IN ACCORDANCE WITH ITS EQUALITY POLICY. VOLUNTEERS AGREE TO FOLLOW THE RULES AND POLICIES OF THE CLUB AND ARE REQUESTED TO DO THEIR BEST TO MEET TIME COMMITMENTS, GIVING ADEQUATE NOTICE IF THIS IS NOT POSSIBLE.

**RESPONSIBLE TO:** Aspire Gymnastics Club Management Committee/Chair

**DBS AND MEMBERSHIP:** DBS AND BRONZE MEMBERSHIP (min) REQUIRED.

### **SKILLS REQUIRED.**

- Administrative skills
- Well organized
- Able to keep records
- Honest
- Prepared to make a regular time commitment.

### **ROLE PURPOSE:**

- Act as first point of contact between the Club and others.
- Act as one of the administrative officers of the Club.

### **MAIN TASKS:**

- Deal promptly with all correspondence on the Club's behalf.
- Take minutes of all management committee meetings.
- Ensure agendas are prepared in partnership with the Chairperson
- Maintain records of meetings correspondence.
- Assist in administration of the Club Management computer programme.
- Ensure all members are informed of events and decisions as necessary.
- Co-ordinate all preparations for the AGM ensuring this is in line with the constitution.
- Lead specific projects as required.
- To attend meetings as follows:
  - i) All management committee meetings
  - ii) Disciplinary Committee meetings.
  - iii) With Local Authority and other partners as required.
  - iv) Act as the Club's representative as required.

### **RECOMMENDED QUALIFICATIONS:**

I.T. literacy generally and in connection with the Club's I.T. Management system.

**SIGNATURE**.....**DATED**.....