

## **ROLE DESCRIPTION**

### **ASSISTANT SECRETARY – PRESTWOOD COLTS & PRESTWOOD COLTS PANTHERS**

- Generally to assist the General Secretary on Administrative Tasks as requested where no contact external to the club is required.
- To deputise for the General Secretary when absent or ill or by arrangement to cover for holidays etc.
- Keep up-to-date details of all manager's and volunteers and committee members and their qualifications and advise in good time relevant expiry dates.
- Draw up programme of dates for Club event's
- To advise of Prestwood Colts and Panthers monthly committee meetings, to set agendas and record and type up minutes and to circulate within the club.
- To prepare for and set in consultation with General Secretary and Chairman the AGM agenda and book premises for the meeting and record and type up minutes of AGM and circulate within the club.
- To arrange training courses for Coaching, First Aid and Referees as required, reserving places and completing all documentation. ( General Secretary to be responsible for Registration with league.)