



## **CHANONRY SAILING CLUB**

### **CLUB SECRETARY**

### **RESPONSIBILITIES**

The Club Secretary is an Officer of the Association (CASC) and a Charity Trustee of the SCIO, serving on the Board as an Office-bearer. Both roles are elected for terms of 1 year, renewable.

Pending the winding up of the Association (CASC), the Association operates in parallel with the SCIO. Following the winding-up of the Association all the responsibilities below will refer only to the SCIO.

All the responsibilities listed below must be carried out in accordance with the Constitution(s) of the Association and SCIO.

The responsibilities of the Club Secretary include (but are not limited to!):

- Administration of meetings of the Committee/ Board in cooperation with the Commodore and Committee/ Board members. Issues meeting agendas, takes and issues draft minutes for approval.
- Administration of Members' Meetings (normally only the AGM) as above. This also requires communication with the membership by circulating the meeting Calling Notice and invitations for nominations and matters to be brought up by members.
- Ensuring that all minutes, once approved, are archived and available on the Club website in the members' area, in a "hard copy" folder in the Clubhouse and on the Club OneDrive.
- Responding to, or forwarding as appropriate, correspondence to the Club.
- For the SCIO – maintaining a register of Trustees in accordance with the SCIO Constitution. This is a simple table in Word.
- Ensuring that an up-to date copy of the Club Constitution(s) is/are recorded on the Club OneDrive and available to members via the Members' area of the website.
- Ensuring that up-to-date copies of Club Governance documents are stored on the Club OneDrive and available to members on or via the Members' area of the website.
- Maintaining an archive of any documents, correspondence etc which may be required in the future. This can also be done on the Club OneDrive.

## NOTES

Unless the Club Secretary is also an administrator for the Club website, she/ he will need to co-operate closely with the Webmaster in making sure that the relevant areas of the website are kept up to date.

The Webmaster will provide any passwords required for the website and a link to the Club OneDrive so that the Club Secretary can download/ upload documents to the OneDrive herself/himself.

Starting in 2020 some meetings have been held "virtually" using Zoom. If this continues the Club Secretary will need to be familiar with Zoom (or any other online method chosen by the Committee/ Board). The Club has a Zoom Pro account linked to the [secretary@chanonry.org.uk](mailto:secretary@chanonry.org.uk) email address. In 2020 this was paid for by the secretary, refunded by the treasurer. In the future it should be possible for payment to be made direct by the Club.

The "archiving" function sounds a bit vague. However, someone needs to be able to refer to past correspondence, decisions made, copies of past constitutions etc etc!