

HOEOCA COMMITTEE POST - ROLE DESCRIPTION

Secretary

ROLE PURPOSE

To provide administrative support services to the club including membership, secretarial and legal.

DUTIES & RESPONSIBILITIES

1. Manage the agenda and organisation of committee, Annual and any other general meetings as required.
2. Attend the monthly committee meetings and any general meetings, take and prepare minutes; arrange a substitute if unavailable.
3. Receive any new membership applications via the website, acknowledge and present any new membership applications to committee meetings. Advise new members of successful applications and maintain membership documentation as necessary.
4. Maintain a record of committee membership in respect of periods served by individual members, discuss and agree AGM timing at a committee meeting, issue AGM notification to the membership on time and receive any nominations from the membership. Support the Commodore at AGMs.
5. Maintain a record of membership subscriptions paid, chase unpaid subscriptions as necessary and adjust membership lists.
6. Provide new committee members on appointment with basic information about the structure of HOEOCA and the way it operates.
7. Maintain the formal documentation (Articles etc) and provide a source of advice for any legal matters.
8. Manage the club's insurance cover and annual renewal process.
9. Be the main contact point for the club for the RYA; responding and co-ordinating responses to surveys and requests for other information as necessary. Forwarding electronic communications to committee/members.

GENERAL

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday of any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a "Meeter Greeter" at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.