

# Role Outline: Secretary

**ORGANISATION NAME:** Plymouth and District Badminton League

**ROLE:** Secretary

**RESPONSIBLE TO:** League Committee

**NAME OF VOLUNTEER:**

**START DATE:** **END DATE:**

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## Responsibilities:

- Being the first point of contact for league enquiries
- Set down meeting dates
- Book venues for AGM, Fixtures and Committee meetings as needed
- Delegating tasks to committee members
- Dealing with all correspondence
- Attend to the affiliation to Badminton England
- Ensuring any insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- If no Minute Secretary:
  - Organising and attending key meetings (including Annual General Meetings)
  - Take and distribute minutes

**Signed:**

**Date:**