

Club Secretary

The role of Club Secretary is, of course, one of the most important within any club. The Club Secretary's tasks will vary from club to club and depend partly on the size of the club and how many other Committee Members there are, but a typical job description would include the following:

Committee meetings

- Arrange dates and venues for committee meetings.
- Prepare agendas (liaising with Chairman) and circulate to committee members.
- Take notes of meetings.
- Prepare and circulate action points and formal minutes.

AGM and any other general meetings of members

- Arrange date and venue for the Annual General Meeting.
- Prepare agenda (liaising with Chairman) and collate with other documentation, e.g. Treasurer's Report, Chief TD's report, etc.
- Circulate to members, by email and/or on paper.
- Record any apologies.
- Take notes of meeting, including attendance list.
- Prepare and circulate formal minutes.

Liaison with County (may be a separate Club Affairs Representative)

- Ensure effective and close liaison with your County Club Representative in dealing with any formal communication with the County Bridge Association.
- If needed, act as Club Representative at meetings of the County Bridge Association, and report back to Committee.

Liaison with EBU (may be a separate Club Affairs Representative)

- Ensure effective and close liaison with your County Club Representative in dealing with any formal communication with the EBU.
- Receive club's copy of *English Bridge* the EBU magazine and make available to members.
- Receive club's notification of *Club Focus*, the online newsletter for club administrators. Circulate to other Committee Members, TDs, Scorers and anyone else involved in running the Club.
- Together with Treasurer, ensure P2P payments and annual club subscription are paid promptly, and any other invoices are dealt with promptly.
- Order stationery supplies from the EBU Shop as required.

Membership (may be separate Membership Secretary)

- Maintain records of club members including address, phone no, email, and EBU numbers.
- Accept and process applications for membership.
- Keep a Visitors' Book.
- Together with Treasurer, collect annual subscriptions and chase non-renewals

Competitions (may be a separate Competitions Secretary)

- Liaison with EBU and ECats for any Simultaneous Pairs events run by the Club: make sure Club is entered for the event, publicise it, receive booklets and travellers and bring them to the club, advise Treasurer of amount to be charged for participation and total to be paid to organiser, receive notification of results and master points/pens etc. for distribution.
- Send in entry forms and fees for local leagues, knockout competitions, etc.

General enquiries and correspondence

- Act as point of contact for telephone and email enquiries about visiting or joining the club, bridge lessons, etc.
- Receive marketing material (mostly for holidays and congresses) and publicise as appropriate.

Record keeping

- Keep files of agendas and minutes, etc.
- Maintain records of winners of club competitions.
- Keep club noticeboard tidy and up-to-date.
- Keep club honours boards up-to-date.