



TCA Committee Job Description

Role Title: Secretary

Role Description: Admin Support. The role is key to the smooth running of the club. The postholder will need to be energetic, a good communicator and able to aid and support the development of the club.

Responsible to: Chair, Vice Chair, Committee and members

Key Tasks:

- arrange committee meetings as directed by the Chair
- book venue, write agenda, take notes and produce minutes
- To act as contact point of club correspondence from Canoe England
- circulate information to members in a timely manner
- maintain club records and keep secure
- adhere to Data Protection Act principles
- Maintain the 1st Aid box in sheds and liaise with Event Safety Officer in regards to accident forms

Liaison: Canoe England, Local Authority, Town Council, Regatta Committee, Media,

Time Commitment: Average 1 hour per week.

Allowable Expenses:

These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM