**Honorary Secretary**

Responsible for the general administration of the Club and for keeping minutes of all meetings.

**Duties of Honorary Secretary**

* Responsible for arranging and attending all Executive Committee meetings and AGM.
* Prepare and distribute the Executive Committee meeting and AGM agendas.
* Keep and circulate minutes including following up on actions for all Executive Committee meetings and AGM.
* Production of monthly new members list for Executive Committee sign-off.
* Responsible for ensuring the annual review of all Club policies, incl. Constitution and Club Mark.
* Responsible for ensuring the annual review of insurance policy.
* Work alongside Club Captain and Hon Treasurer to ensure completion of England Hockey affiliation status.
* Support Club Treasurer with management of senior membership / subscription process including chasing up of unpaid fees.

**Commitment / Time For The Role**

* Monthly attendance of Executive Committee meeting.
* Annual attendance at Club AGM
* Completion of minutes, agendas and following up on all actions with Executive Committee and AGM.

**Skills & Qualities Required**

* Good organisation and communication skills.
* Efficient.