



# SECRETARY GUIDANCE

**GUIDANCE FOR BEING THE SECRETARY  
FOR A SUCCESSFUL SPORTS CLUB**

[www.scottishathletics.org.uk](http://www.scottishathletics.org.uk)

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# INTRODUCTION

This is a guidance document prepared by **Club Development** for sports clubs in Scotland. This document emphasises the role and duties of a secretary within the committee of a club. Many sports clubs are governed by voluntary members and use committees and meetings to assist in the effective management of their club. This resource gives information on the role of a secretary, including what the role entails, how an individual might go about the role and the skills and qualities required to carry out the role effectively. Special thank should go to Advait Harikumar for his expertise and support in developing this guidance.

## ABOUT THE ROLE OF A SECRETARY

The Secretary is crucial to the smooth running of Management Committee meetings. This involves activities before, during and after Committee meetings. The role of secretary is to facilitate an obstacle free running of an organisation. The secretary is often the medium of connection between the internal organisation and external stakeholders.

The position of secretary is critical to the successful management of any club or organisation. The secretary is often the first point of contact for people interested in the club who need information or details about activities. An effective secretary also helps in coordinating club events such as meeting schedules, social activities, and fundraising activities. The Secretary is generally responsible for the administration of the club, arranging meetings (and taking and circulating the minutes for these), dealing with the observance of the club constitution and complying with any regulatory obligations. All correspondence will usually be handled by the Secretary.

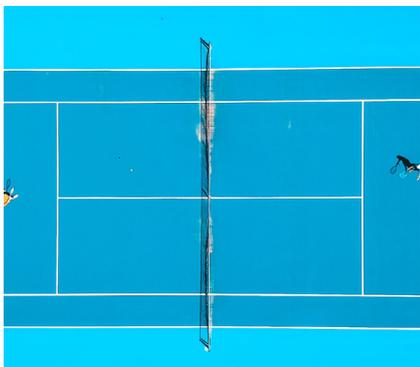
The secretary is often contacted to discuss information or exchange data, by the people who are interested in the club. The secretary also deals with the day-to-day administration of the club. Thus, it can be a time-consuming role.



*Please note this publication is a general summary produced by Club Development. It should not replace legal advice tailored to your club's specific circumstances.*

# DUTIES OF A SECRETARY - KEEPING A RECORD

Keeping a record of the activities undertaken by the club is one of the main duties that a secretary is accountable for. The following are some examples of how to go about this.



## Maintain records

Maintaining up to date contact details for members and other stakeholders.



## Record minutes

Recording meeting minutes, where applicable.



## Filing reports

The secretary may be required to file reports, both for internal and external purposes.



## Keep records

Keeping a record of future club events and activities.



## Risk management

It is recommended that clubs should maintain risk management procedures. It is likely the secretary will be responsible for this.

# DUTIES OF A **SECRETARY** - BEFORE AND DURING MEETINGS

The secretary is responsible for facilitating smooth functioning of timely meetings, both committee meetings and general meetings of club members. The following are some measures that a secretary should take to ensure this.



## Liaise with Chairperson

Before the meeting, the secretary should liaise with the Chairperson in order to plan meetings.



## Obtain agenda items

In advance of the meeting, the secretary should obtain agenda items from the committee.



## Circulate items

Before the meeting, the secretary should circulate the agenda, last set of minutes and any reports to committee members..



## Note attendance

At the start of the meeting the secretary should record the names of those who are present, and convey and record apologies received from those who are absent.



## Ensure there is a quorum

At the start of the meeting the secretary should ensure that a quorum is present, in accordance with the club constitution.



## Sign off meeting minutes

At the start of the meeting, the secretary should read the minutes of the previous meeting (or agree to be taken as read), and if they are approved, obtain the Chairperson's signature on them.

# DUTIES OF A **SECRETARY** - BEFORE AND DURING MEETINGS



## Report matters arising

At the start of the meeting the secretary should report on actions or matters arising from the previous minutes.



## Report correspondents

At the start of the meeting, the secretary should report any important correspondence that have been received.



## Keep Chair informed

During the meeting, they should brief the Chairperson informed with all the necessary information for agenda items, and remind the Chairperson if an item has been overlooked.



## Keep meeting minutes

During the meeting, the secretary should take minutes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out.



## Oversee elections

For general meetings of club members, either AGMs or EGMs, the secretary may be required to oversee the voting process on any resolutions tabled at the meeting, in accordance with the constitution.

# DUTIES OF A SECRETARY - AFTER MEETINGS

Matters to be addressed by the secretary after the meeting would include the following.



## Prepare minutes

Prepare a draft of the minutes and consult the Chairperson for approval



## Send action reminders

Send a reminder notice of each required action to the relevant person; this can be done by telephone, text, email or by an 'action list' with the relevant action for each person duly marked



## Send correspondents

Promptly send all correspondence as instructed by the Management Committee

# REQUIRED KNOWLEDGE TO UNDERTAKE SECRETARY ROLE

1

## COMMUNICATION

Good communication skills, both written and verbal

3

## COMPLIANCE

Understanding of the club's obligations in terms of reporting and compliance (with OSCR/HMRC/ Companies House, for example)

2

## PROCEDURES

Knowledge or experience of committee procedures

4

## IT CAPABLE

Proficiency in Microsoft Office

# ESSENTIAL SKILLS AND ATTRIBUTES OF A SECRETARY

Based on the duties and responsibilities of the role, the Secretary should be:

1

## Organised

Be organised, methodical and have a good eye for detail

5

## Objective

Be objective and be able to take a step back to see the wider picture when matters arise

2

## Adaptable

Have the ability to learn new skills and procedures with ease

6

## Approachable

Be approachable and friendly. They are often the first person a new member joining a club will meet

3

## A good listener

Have good listening skills and be able to stay alert to keep true and accurate meeting minutes

4

## Intuitive

Be intuitive and resourceful



# SECRETARY ROLE DESCRIPTION

## VOLUNTEER ROLE TITLE:

Chairperson

## DESIRABLE QUALITIES:

- Excellent written and verbal communication skills
- High degree of multi-tasking and time management
- Be methodical

## MAIN TASKS:

- Being the first point of contact for club enquiries
- Organising and attending key meetings
- Taking and distributing minutes
- Delegating tasks to club members and supporting them
- Dealing with all correspondence
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files

## HOURS/DAYS

Flexible timings can be accommodated but should be available to attend all committee and club meetings.

## WHAT CAN BE GAINED FROM THIS ROLE?

- Experience of working in a sport oriented organisation
- Opportunity to widen networks
- Act as a leverage to future career growth.

# TEMPLATE AGENDA - COMMITTEE MEETING

1. Title of the template
2. Date and time of meeting
3. Apologies for absence
4. Conflicts of interest
5. Approval of minutes of previous meeting
6. Matters arising from previous meeting
7. Reports to be considered by the meeting – these might include finance, membership, operations, property, commercial plus any ad hoc matters to be considered by the committee
8. Approval of club policies – it is good practice for committees to review club policies from time to time to ensure they are up to date in terms of both the needs of the club/membership and best practice based on any available external guidance
9. Any other business

## MEETING MINUTES

Minutes of meetings, both committee and members' meetings, should follow the format of the meeting agenda with relevant notes in respect of each agenda item.

It is not necessary to minute detailed discussion of each item, merely to note actions taken or to be taken. In the latter case it is desirable to identify the person delegated to undertake the action.

It is desirable for minutes to be drafted as soon as possible after the meeting, while the event is still fresh in people's minds. The draft minutes should then be sent to the chairperson for informal approval ahead of formal approval at the next meeting.



# TEMPLATE AGENDA - MEMBERS' MEETINGS

1. Title of the template
2. Date and time of meeting
3. Approval of minutes of previous meeting
4. Matters arising from previous meeting
5. Chairperson's report on club's activities in previous year
6. Election of committee members
7. Approval of annual financial statements
8. Any other business



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*The above is a template for an AGM agenda. An EGM convened by either the committee or a group of members, in accordance with the club's constitution, will be likely to have been convened to address a single issue in which case the EGM agenda should be drafted to reflect that single issue*

