



Secretary Role Description

Role: To be the first point of friendly contact for those seeking information about the club

Approximate time commitment: Various throughout the year

Useful skills:

- Friendly
- Approachable
- Good management skills
- Confident and effective communicator
- Very good administration skills
- Excellent organisational skills
- IT literate

Tasks

- To act as a first point of call for those looking to join or seeking information about the club
- Deal with all club membership
- Ensure club affiliation
- Deal with outgoing and incoming correspondence
- Keep club records accurate and up to date
- Liaise with Chairman to arrange meetings
- Prepare agenda and take minutes of committee meetings
- Circulate any relevant information from ECB and CCB to members

Benefits of volunteering:

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate.
- Experiencing new challenges ,
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others.
- A written/verbal reference
- A brilliant CV booster (73% of employers would employ a candidate with volunteer experience over one without)

If you would like further information or wish to apply for this opportunity please contact:

Contact details of volunteer coordinator

