

# Windsor Cricket Club

## Committee Position - Job Description Form

**Job title:** Club Secretary

**Reports to:** Windsor Cricket Club Committee

**General Description:**

To act as the club's central administration function.

**Essential Job Functions:**

- Arrange all essential communications are sent to the club's membership via mail or email
- Organise and arrange the club's Annual General Meeting
- Organise and arrange any Emergency General Meeting
- Attend monthly committee meetings, compiling and distributing the minutes from the meetings
- Monitor and ensure that the Club Rules are up to date and adhered to
- Act as the first point of contact with the Thames Valley League. Ensuring all details are correctly given to the league, that all match forms are sent and that
- Attend monthly committee meetings, compiling and distributing the minutes from the meetings
- To ensure the club's integrity and legality is upheld at all times whilst completing the role

**Additional Job Functions:**

- Attend the Thames Valley League Annual General Meeting (and any other EGM's that may occur)
- To be available (if required) to work on any sub committees that are created
- To assist in arranging help for any ground maintenance days