

THIS IS RUGBY.



Honorary Secretary

The Honorary Secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club, you'll act as the linchpin between internal and external stakeholders. It's no exaggeration to say the club couldn't function effectively without you.

Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good at communicating
- Skilled at administration and meeting procedures
- Well-organised and conscientious
- IT literate

What you'll do:

- Act as the main communication link between the Committee, sub-committees, club members, other clubs and leagues
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Provide the necessary details to the RFU and Constituent Bodies (CB)
- Maintain the records of club members and former members
- Distribute the right paperwork to the right people in the club
- Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, and taking minutes
- Communicate any important matters between the RFU, CB, and leagues, showing a thorough understanding of the rules of all these bodies

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

Running this office well shows considerable command of high-level organisational skills. It's a highly respected post from any perspective, within the community and the world of work. You'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and success on the field.

Teamwork Respect Enjoyment Discipline Sportsmanship

Rugby Football Development Limited

a member of the Rugby Football Union group of companies

Rugby House, Rugby Road, Twickenham TW1 1DS Tel: 020 8892 2000 Fax: 020 8892 9816

Incorporated in England, company number 5429073

Delivering the programmes of the Rugby Football Foundation and the Rugby Football Union

September 2009