COMMITTEE ROLE DESCRIPTION - SECRETARY

ENGLAND HOCKEY

SECRETARY

Role purpose

The Secretary supports the effective administration and governance of the Club and its Committee.

The Secretary ensures that meetings, records, correspondence and key governance processes are properly managed.

Accountable to

The Committee.

Key responsibilities

The Secretary will:

- Arrange Committee meetings and the Annual General Meeting.
- Prepare and circulate agendas in consultation with the Chair.
- Circulate meeting papers in sufficient time.
- Record accurate minutes of meetings.
- Maintain an action log and follow up agreed actions.
- Maintain the Club's core governance records.
- Keep an up-to-date list of Committee members and their terms of office.
- Maintain records of declarations and conflicts of interest.
- Coordinate elections, nominations and appointments where required.
- Ensure that notices are issued in accordance with the governing document.
- Maintain the Club's policy register and review schedule.
- Coordinate submissions, returns and correspondence with England Hockey and other relevant bodies.
- Ensure that amendments to the governing document are properly recorded.
- Support effective Committee handovers and document retention.
- Ensure that confidential information is stored appropriately.
- Work with the Chair to ensure meetings are properly constituted and quorate.

Records normally maintained by the Secretary

The Secretary should normally retain or oversee:

- The current governing document
- Committee and AGM minutes
- Committee membership records
- Terms of office
- Registers of interests
- Policy approval records
- Key correspondence
- England Hockey affiliation records
- Insurance documents
- Annual reports
- Regulatory or England Hockey returns

Skills and attributes

The Secretary should demonstrate:

- Strong organisation and administration skills.
- Clear written communication.
- Attention to detail.
- Good record-keeping.
- Discretion and confidentiality.
- Confidence using email, shared files and administrative systems.
- An understanding of meeting and governance procedures.

Estimated time commitment

Approximately [insert number] hours per month, with additional time around the AGM.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended