



## **Newry Rugby Football Club Ltd**

### **Honorary Secretary - Job Description**

The role of the Honorary Secretary is to act as the conduit of communication for the club ( verbal , written and electronic ) The necessary actions to achieve this will include the following

1. The Secretary will take and distribute the minutes of the Board meetings. Such minutes will be distributed ASAP following the meeting in question.
2. All communication/ correspondence, both internal and external, will be channelled through the Secretary. It is recognised that at times the Secretary , with the approval of the Board , may at times wish to delegate some tasks.
3. The Secretary , in conjunction with the Chairperson, will draft an agenda for each Board meeting and will distribute the agenda to all Board members prior to the meeting.
4. Minutes should not be a word by word record of the meeting in question . A summary of the discussion is sufficient. However decisions reached and responsibility for execution must be clearly recorded. The minutes should also include the time and date of the next scheduled Board meeting regardless of whether or not there is an existing timetable already agreed.
5. The Secretary should make appropriate provision to ensure the visibility of minutes to the wider membership of the Club
6. The Secretary will ensure that the timing and notification of the Club AGM , or EGM, is in a manner that complies with the Club Articles of Association
7. The Secretary will take minutes of the AGM/EGM and ensure that they are made available to the incoming Board.
8. The generic responsibilities of a Board member as per Board Member Job Description

