

Shenley Scorpions

Basketball Club

Job Description



Title: Secretary

Responsible to: Chair

Responsible for: Committee Meetings

Main Duties

- To notify Committee members of the monthly Committee meeting, take the minutes of the meeting and circulate them to all Committee members.
- To notify all club members of the Annual General Meeting (AGM), take the minutes of the meeting and circulate them to all club members.
- To notify Committee members of the need to organise a disciplinary hearing, take minutes of the hearing and circulate them to all involved.