

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

Role: Sports Club Secretary

Department: SU Sports

Duties and Responsibilities:

- a) Arranges a minimum of one committee meeting per month during term time.
- b) Sends out a request for agenda items a minimum of 7 days before committee meetings
- c) Sends out a full agenda a minimum of 24 hours before committee meetings
- d) Takes full minutes of committee meetings to be circulated to the committee within 48 hours of the meeting
- e) Knowledge of all the core documents required for participation including risk assessments
- f) Ensure correct procedures and policies are followed for trips, tours and socials
- g) Checking club mail shelf and distributing post
- h) Organising umpires/referees for all matches where appropriate
- i) Liaise with SU Sport Staff in checking fixtures are suitable and there are no clashes
- j) Liaise with SU Sport Staff for all facility matters.

Time Commitment:

2-3 hours per week, depending on club.

Venue: Sports Association Office / across campus

Responsible to: Club Chair, SU Sports Officer

Benefits:

- Enhance your CV
- Gain skills to enhance personal development
- Gain Team Leadership skills
- Improve administrative skills
- Volunteer recognition programme

Opportunity:

- Assist with the development of the club
- Ensure a high standard of communication is held within the club

Training and support:

- Training via Skills Development, as well as internal University training, speed reading, mind mapping etc.
- Support through all SU areas
- Support and Information available from relevant National Governing Bodies

Useful previous experience:

- Team Work
- Experience of time management
- Experience/Knowledge of club requirements.

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation		People Management		Organisation/ Planning	✓
Decision Making		Negotiation		Marketing	

Others (as specified below):

For further info contact:

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