

COMMITTEE POSITION RESPONSIBILITIES

CLUB SECRETARY

- Arranges a minimum of one committee meeting per month during term time
- Sends out a request for agenda items a minimum of 7 days before committee meetings
- Sends out a full agenda a minimum of 24 hours before committee meetings
- Takes full minutes of committee meetings to be circulated to the committee within 3 days of the meeting
- Responsible for registering the Club with British Gymnastics (BG) and SWAGA
- Responsible for registering all Club members with BG
- Knowledge of all the core documents required for participation including risk assessments and event planners
- Ensure correct procedures and policies are followed for trips, tours and socials;
- Checking Club mail shelf and distributing post
- Actively seeks additional finance opportunities to that provided by SU Sport
- Works with the Bath SU Marketing department to generate and circulate sponsorship proposals
- Maintains good relations with existing sponsors including submitting sponsorship reports
- Seeks to engage in fundraising activity, ensuring all risks are clearly outlined to the Chair prior to activity
- Responsible for organising a placing kit orders as early on in the year as possible
- Liaise with SU Sport Staff for all facility matters

