

JERSEY SPARTAN ATHLETIC CLUB

JOB DESCRIPTION

POSITION: GENERAL SECRETARY

POST HOLDER: TBA

MAIN RESPONSIBILITIES:

Secretary to the JSAC and its Executive Committee

DETAILED JOB DESCRIPTION:

1. Organise and attend the regular (8 times annually) Executive meetings: prepare the agenda in liaison with the Chairman and President; take minutes, type and distribute these to the Executive Committee members and other relevant persons;
2. Organise and attend the Annual and any Extraordinary General Meetings, preparing and distributing any agenda and papers as appropriate and required;
3. Provide the official point of contact for the Club with any third parties, authorities and official bodies and deal with telephone calls, mail, emails in this respect and pass on messages or enquiries as appropriate to the relevant people in the Club.