



**East Midlands**

**England Fencing**

### **Secretary's Role**

The secretary is responsible for ensuring:

- smooth and effective communication amongst Region's officers and between those officers and individuals and clubs within the Region;
- effective functioning of Region's committee and that s/he represents EMREF appropriately by:
- communicating effectively the vision and purpose of the organisation;
- advocating for and represent the organisation at external meetings and events;
- being aware of current issues that might affect the organisation.

To this end, the Secretary:

- maintains a mailing list of individuals in the Region who want to receive information from the Committee
- maintains a contact list of clubs in the Region
- is administrator for the Region's Facebook page
- is administrator for the Region's website
- sets up Regional committee meetings
- records and distributes minutes for Regional committee meetings
- is a point of contact for enquiries (including via the website)
- is a point of contact for officers of the Region for example in setting up events or contacting Region for any reason
- offers administrative support wherever else it is needed.

### *Qualities and Skills Required*

- good admin skills;
- good communication and interpersonal skills;
- impartiality, fairness and the ability to respect confidences;
- ability to follow up on tasks in a timely manner;
- good time-keeping;
- tact and diplomacy;
- understanding of the roles/responsibilities of a management committee;
- experience of organisational and people management;
- knowledge of the operating environment for charities in Northern Ireland.

### *Time Commitment*

The role of Secretary requires an estimated commitment of up to 2 hours/week