



MKRUFVC VACANCY WITHIN NEW CLUB STRUCTURE

CLOSING DATE OF APPLICATIONS: Friday 4th March 2011

Apply by email to Club Chairman, John Theobald (j.theobald@talktalk.net) explaining why you would be suitable for the role

Honorary Secretary

The Honorary Secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club, you'll act as the linchpin between internal and external stakeholders. It's no exaggeration to say the club couldn't function effectively without you. You will form part of the executive committee.

Ideally, you'll need to be:

A capable manager who can delegate effectively

Confident and good at communicating

Skilled at administration and meeting procedures

Well-organised and conscientious

IT literate

What you'll do:

Act as the main communication link between the Committee, sub-committees, club members, other clubs and leagues

Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up

Manage legal and insurance matters

Provide the necessary details to the RFU and Constituent Bodies (CB)

Maintain the records of club members and former members

Distribute the right paperwork to the right people in the club

Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, and taking minutes

Communicate any important matters between the RFU, CB, and leagues, showing a thorough understanding of the rules of all these bodies

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

Running this office well shows considerable command of high-level organisational skills. It's a highly respected post from any perspective, within the community and the world of work. You'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and success on the field.