



## **NSSA**

### **Role of the Secretary**

Organises venues for committee meetings

Compiles agendas and sends out in advance of the meetings

Ensures the AGM process is followed as defined in the NSSA constitution and that all relevant documentation is available on the NSSA website prior to the AGM, in accordance with prescribed timescales

Takes minutes of committee meetings and AGM – uploads all minutes onto the NSSA website

Deals with correspondence

Ensures that all information on the NSSA website is kept up to date, including but not limited to:

- Monthly schedule and updates as required
- Policies and procedures
- The committee only section
- Competition information
- General information
- Publicity
- Information about NSSA sponsors

Maintains an up-to-date club membership list

Co-ordinates field moves tests and/or works with volunteer

Liaises with volunteers who assist with fundraising and marketing to ensure appropriate information is reflected on the NSSA website

Maintains a contact list of sponsors/supporters of the Club

Ensures all sponsors/supporters are invited to NSSA events e.g. gala

Supports other committee members to understand their roles

Assists in the production and review of NSSA Club Development Plan

Assists in planning and organising participation in national and international competitions, including but not limited to:

- Competition applications
- Travel
- Accommodation, meals and local travel between the hotel and rink
- Insurance

Takes an active role in review of disciplinary matters in accordance with NSSA Disciplinary Procedure and Policy

Assists in the development of applications for fundraising/support

Has due regard for the NSSA Confidentiality and Data Protection Policy and Procedures

Assists in other tasks as delegated by the Chair

Actively plans succession, induction and handover for new Secretary