

Looking for an opportunity to make a difference and to help manage and develop your Club?

Cambusdoon Sports Club Management Committee currently has a vacancy as **Club Secretary**. To find out more please keep reading!

Role Description

The Club Secretary is an elected officer of the Club and is responsible for the effective organisation of the Club's meeting schedule, and ensuring our Constitution, Rules & Policies remain current and fit for purpose and providing guidance on their implementation and oversight of our adherence to them. The Club Secretary is a full and voting member of Cambusdoon Sports Club Management Committee (CSCMC)

Key Responsibilities

- CSCMC normally meets 11 times per annum and the role holder is responsible for managing the meeting process for these and also the Club AGM (EGMs if required).
- This includes scheduling meetings, producing agenda (circulated for CSCMC), preparing minutes, updating actions
- Provide guidance to CSCMC and to members on matters applicable to the Constitution and Rules of the Club
- Ensure our key policies remain relevant including safeguarding, privacy, complaints and discipline accessing external professional advice when / if required.
- First point of contact for Complaints and Discipline issues then overseeing the process of investigating and responding to these
- Participating in working groups and contributing as a full member of the CSCMC
- Drafting any amends to the Constitution for CSCMC agreement prior to seeking Club Membership approval at AGM.
- Club bank account and supplier contract signatory
- Reviewing Section's Constitution's for adherence to applicable clauses within the Club Constitution, its Rules and Policies.

Time Commitment

Average of 3 hours per week

Previous committee experience whether work or social related would be helpful but not essential as full guidance will be given on all aspects of the role and an induction programme provided to bring you up to speed on how the club operates and on the key issues the Club currently faces.

For further information or an informal discussion on the role please contact Sam Hornell, Club President at cscmemberservices@gmail.com (tel 07766 117262) or Sonia Ferguson, Club Vice President at soniaferguson20@icloud.com