

# Information Notes for the Secretary

## What does the Secretary do?

In order for the club to run smoothly and efficiently, it is essential that there is someone who can store and communicate information. This means collecting correspondence and giving the relevant information to the relevant people, and writing letters, emails etc when required.

## Receiving correspondence

Any correspondence received has to be read out to the Club at the weekly/committee meetings. You should have somewhere to store the correspondence received. It is a good idea to mark the correspondence with the date of when it has been read out for reference, so that you know you have passed the information on and when. Once read at the meeting, you then have to make the decision of where to store it. If the information is more specific to a member of the committee then the Club in general, pass the information on. For instance, if you read something that would be good for the programme then give the information to the Programme Secretary. If there is no relevant place for the correspondence to go, for instance information about another Clubs disco or County events, keep it in a general file.

## Sending correspondence

As Secretary you will also be responsible for sending correspondence. You should communicate with the Chairperson as to what they need you to do. It is advisable to keep a Master Copy wallet containing example letters for reference. It is always helpful to have your Club name as a header and note your registered charity number somewhere on the letter, the bottom is a good place. At meetings it is always a good idea not just to read out correspondence received but to let the Club know what letters have been written so this can be minuted.

## County Committee Minutes

It is advisable to try to get the club representatives (Executive, Activities, Junior and AGM Committee Representatives) to give you a copy of the minutes after they have given their report to the club at a meeting. This



then means that you can check the minutes to ensure that everything is being done when it should.

### **Stationery**

Try to keep the stationery that you have at a reasonable level so that you always have enough envelopes and stamps etc. available, should they be required.

### **Inventory**

It is advisable to try and keep an inventory to detail everything the Club owns i.e. what it is, the number of items and where they are kept. It is a good idea to update this regularly as it is required for County Efficiency purposes.

### **Trophy records**

Together with the Inventory, it is advisable to keep a record of all the trophies that the Club holds. This should be kept in a separate file with a photograph of each trophy, together with a list of who has been awarded the trophy, and in which year, since it was first presented. Not only is this useful for Club records but it may be required for insurance purposes.

### **The Final Word**

If you get stuck or just need some help or advice, no problem, just ask someone. Other than that:

***Good Luck!***

