



Club Secretary

Purpose

The Club Secretary plays a key role in ensuring the club operates effectively, professionally, and in line with its constitution, RFU regulations, and legal responsibilities. As a member of the Executive Committee, the role provides governance, administration, record management, and communication support across the club and with external organisations.

Role Responsibilities

- Act as a member of the Club Executive Committee, supporting good governance and helping ensure the club operates in line with its constitution, policies, and agreed procedures.
- Organise and administer AGM, Executive, and Management Committee meetings, including agendas, supporting paperwork, and meeting logistics. Ensure AGM notices, nominations, voting procedures, and governance processes are managed correctly and within required timescales.
- Record, distribute, and securely maintain accurate meeting minutes, decisions, and key club documentation.
- Manage the club's official Club Secretary email account and oversee incoming and outgoing correspondence, including legal, insurance, and compliance matters. Seeking required inputs from wider Exec as applicable.
- Act as the link between the club and the governing body (CB/RFU/SW Rugby)
- Assist with grant applications or funding administration.
- Maintain organised digital filing systems and ensure all records, policies, licences, and risk assessments are securely stored and accessible.
- Maintain awareness of RFU and CB regulations, communicating relevant updates and submitting required forms, registrations, and returns.
- Support compliance with GDPR, safeguarding, licensing, and other operational or legal requirements, including mandatory training obligations.
- Provide line management support to – Facilities Manager, Events Manager, Data & GMS Manager

Is this role for you?

The role requires someone who is organised, reliable, with good attention to detail and administrative skills. They should be comfortable coordinating meetings, managing documentation and communications, and helping the club operate professionally and effectively. Previous rugby experience is helpful but not essential — the key qualities are organisation, diligence and a willingness to support the wider club.

For more information contact the club secretary via amesburyrfc.secretary@gmail.com