



## Highland RFC (SCIO)

### Specific roles and responsibilities for;

#### Club Secretary (Trustee)

*The Club Secretary is a member of the Compliance and Finance Silo with specific responsibility for administrative support to ensure the club operates in a smooth and organised manner. The club secretary will ensure compliance of statutory documentation, trading licences, agendas and minutes of board and member meetings. Often the first point of contact, the Secretary will maintain strong communication with all Trustee Members, Employees and the club membership in general.*

Main Responsibilities: The responsibilities of the Secretary include but are not limited to:

#### Club Administration

- Responsible for the day-to-day business of the Compliance and Finance Silo.
- Ensure all compliance documentation is recorded and maintained in the club files.
- Maintain up to date contact details of trustee members, staff, members and other key personnel related to the club.
- Manage and ensure action on secretarial correspondence including legal and insurance matters.
- Supporting and liaising with the President, organising club meetings, including Trustee Meetings, AGM and any other ad-hoc meetings as required.
- Ensure all meetings are recorded and actioned, and minutes are circulated in a timely manner to appropriate personnel.
- Ensure the club adheres to its permitted activities as described in the Constitution.
- Review governing documents and procedures to ensure the practice of good governance within the club.
- Help prepare and submit any statutory documents.
- To apply annually for Players Insurance.
- To receive in writing, notice of any proposed alteration to Club Policies and Procedures/Constitution.
- To liaise with the Scottish Rugby Union and ensure disciplinary procedures are followed where required and distribute communications as appropriate.



- Notifies those members required to attend any other 'ad hoc' meetings as required (including of the non-playing side disciplinary committee),
- Along with other members of the Compliance Silo and the Membership Secretary ensure membership records (data and personal details of all members) are maintained in line with GDPR.
- Ensure the club registration with the Information Commissioner.
- Acts as the first point of general contact for 'outsiders',
- Welcome all club visitors along with the Club President and other Trustees.
- In conjunction with the Webmaster, ensure that an up-to-date list of all Club officials (with photo and contact details) is displayed on the club web site.
- Prepares the Reports papers for the Club AGM with the President (and other Trustees as required)

### Club Communications

- To disseminate mail and other incoming information and take appropriate actions.
- To notify members of formal complaints made against them.
- With other members of the Compliance and Finance Silo, update as the club Constitution and Trustee job descriptions as required..
- Manage and ensure action on club correspondence.

### Club Health and Safety

- Ensure the Operations Manager distributes all Club Policies to appropriate members and departments, to include but not limited to; Health and Safety Policy Statement, GDPR, Child Protection, Code of Conduct, Anti Bullying, Social Media, Club Touring.
- Ensure Accident Reports, Hazard I.D. Reports, H&S Audits are retained as club records and exceptions are reported to the Trustees.
- Any correspondence relating to breach of Club Policies is brought to the attention of the Operations Manager and Trustees.

### How to apply.

Please send your note of interest and/or nomination to the AGM, specifying the vacancy of interest along with details of experience if appropriate and covering letter to [secretary@highlandrugbyclub.com](mailto:secretary@highlandrugbyclub.com) by 21 June 2024.

Please contact Roy Dinnes at [president@highlandrugbyclub.com](mailto:president@highlandrugbyclub.com) if you would like to discuss your nomination and the trustee role in any further detail.