

HAVANT RUGBY FOOTBALL CLUB
GROUND: HOOKS LANE, FRASER ROAD,
BEDHAMPTON, HAVANT, HANTS. PO9 3EJ
TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

POSITION DESCRIPTION

LOCATION	Havant RFC Mini and Junior Section
POSITION TITLE	Secretary

PRIMARY FUNCTION:

To provide the secretariat function in support of the administration of Havant RFC Mini and Junior Section.

SECONDARY FUNCTION:

To be a member of the Havant RFC Mini and Junior Section Management Committee.

Tasks:

- Attending Havant RFC Mini and Junior Section Management Committee meetings.
- Dealing with correspondence addressed to the Havant Rugby Football Club Mini and Junior Section. Bringing such correspondence to the attention of the Chair and of the relevant members.
- Maintaining a 'bring up' correspondence diary ensuring correspondence items are dealt with by members in a timely fashion.
- Maintaining the Havant Rugby Football Club Mini and Junior Section diary providing guidance when necessary concerning the forthcoming programme.
- Distributing calling notices prior to meetings, preparing the respective agendas from standard items and subsequent inputs from members.
- Taking minutes of routine management committee meetings and of the Annual General Meeting.
- Preparing copy of minutes for Chair approval then distributing as required.
- Maintaining the archive of previous minutes, policies and constitutional matters in an appropriate subject matter filing system.

Deborah J Morgan

Chairman
Havant Rugby Club Mini & Junior Section
9 August 2004