



## TANKERTON FOOTBALL CLUB

[www.tankertonfc.co.uk](http://www.tankertonfc.co.uk)  
Registered Charity no. 1154570

### Job Responsibilities: Committee Secretary

#### Role description:

The Committee Secretary will provide support to the Clerk of the Committee. The main responsibilities of the role include:

- Preparing and issue the agenda for Executive & Sub-Committee meetings (but not Trustee meetings) in consultation with the CEO, Clerk and Sub-Committee leads.
- Making arrangements including venue, date, times and hospitality for Executive Board meetings, sub-committee meetings and AGM.
- Sending adequate notice of the meetings. Producing minutes of Exec Meetings and the AGM and distributing these to all Executive members and Trustees within 10 working days of the meeting.
- Collect and collate reports from sub-committee leads.
- Collate and arrange for the printing of the annual report.

#### Policy Version Control. Summary of Changes:

Job Role	Version	Reason for Change	Effective Date	Next Review	Author
Committee Secretary	2.0	Role Update	1.12.24	1.12.25	RM

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