Dundee Sailing Club

Role Title: **Secretary**

Communication with: **Committee, club members and external bodies as required**

Role Purpose:

To manage club records and correspondence

Key Duties:

- ***Act as point of contact for potential new members and for members requiring information about Club Committee affairs***
- Keep an up-to-date register of club member's names and addresses and their boats and equipment stored at the club.
- Conduct the day-to-day correspondence of the club, including enquiries through the club email
- Keep minutes of all meetings of the club and ensure agreement of their content at the following meeting and publication on the Club Website.
- Administer any insurance policies as may be needed to protect the interests of the club, it's officers and members
- Maintain contact with the club legal advisor to ensure club compliance with current legislation.
- Maintain certificates and registrations as required by law.

Skills Required:

Good communication and organisational skills and attention to detail.

Time Commitment:

Estimated 3 hours per week