

General Secretary – Volleyball Wales

Duration:	Three (3) years
Remuneration:	The role of General Secretary is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Home Office, should be able to travel to Wales for face to face meetings
Time commitment:	Five (5) Board meetings per year.

Closing date for applications is 11 September 2020

Submissions by post are acceptable and should be sent to:
Info.volleyballwales@gmail.com

Role Description

The primary role of the general secretary is to provide administrative support to the role of the chair.

Principal responsibilities

- 1st point of contact for all enquiries
- Organising and attending AGMs
- Organising and attending board meetings
- Supporting clubs with enquiries
- Dealing with correspondence
- International competition and player registration
- Club affiliations
- Handling insurance and related paperwork (e.g. filing of injury claims)
- Maintain appropriate records of membership and communication and documents such as the constitution
- Assist the Chair in strategic planning of ongoing board development

The ideal candidates should have:

- Be very well organised.
- Have a high standard of verbal and written communication skills
- Knowledge of running effective meetings
- A willingness to involve themselves with the sport to gain a greater understanding of the needs and future direction required to build on and develop further interest in the sport