



## LBT Volunteer Job Description

**Title: Club Secretary**

<b>Current holder:</b>	See Organisational Chart
<b>Contact e mail address</b>	Club.secretary@lbt.org.uk
<b>Type of volunteering</b>	To act as secretary for LBT.
<b>Main purpose of volunteering</b>	Arrange club meetings, the club's AGM, take minutes at committee meetings and be responsible for administrative tasks.
<b>Responsible to</b>	The LBT committee.
<b>Competencies / experience required</b>	Be methodical, organised and be able to co-ordinate tasks and decisions made by the committee.
<b>Commitment required</b>	Attending approximately 8-10 x 2 hour meetings per year, plus being responsible for the distribution of minutes after each meeting. Maintenance of club affiliations, insurances and the club constitution.
<b>Benefits to self</b>	Working on a club committee and seeing improved organisation and development within the club and its membership.
<b>Benefits to community</b>	A well-run, efficient club committee that is beneficial to the club's members.
<b>Support received from</b>	The club's chairperson, club committee and Regional Development Officer where appropriate.
<b>Is this volunteer opportunity open to disabled persons?</b>	Yes.