



Lincolnshire County Archery Society

Secretary Job Description

- Nominations must be affiliated to AGB, County and East Midlands Archery Society.
- *In collaboration with the Chairman, take responsibility for organizing agendas and business for meetings of the General Meetings and the Annual General Meeting (AGM).*
- *Taking and promptly distributing minutes of meetings and ensuring that action points are carried out in a timely manner.*
- *Act as custodian of records of meetings.*
- *Preparation of letters, papers and reports including an Annual Report.*
- *Act as initial point of contact for the county.*
- *Liaise with regional and national governing bodies.*
- *Liaise with club secretaries within the county.*
- *Have access to a computer/laptop so they can manage emails and use the sport:80 management portal online.*
- *Give a report at county meetings and the AGM*
- *Order year bars once told by both team managers how many are needed (usually wait till after the regional clout to order them, currently us J Lewis Badges)*