



## AGM 2024 - ROLE INFORMATION SHEET

### SECRETARY

#### WHAT YOU'LL DO

Provide an efficient administration service to the club, ensuring the club functions smoothly and effectively and be the main communication link between internal and external stakeholders, including the Committee, sub-committees, club members and other clubs/leagues.

#### KEY ASPECTS OF THE ROLE

- Act as the main communication link between the Committee, sub-committees, club members. You are the guardian of all things constitutional and on behalf of the members it's your job to escalate things to CMC if things aren't working properly.
- Organise the AGM, monthly CMC, and other club meetings as needed, preparing agendas and paperwork, and taking minutes.
- Ensure legal and insurance matters are dealt with by the management committee.
- Provide necessary details to the RFU and Constituent Bodies (CB) and ensure that the playing subcommittees deal with Registration properly.
- Maintain the paperwork and records of the company in an orderly manner, as well as of the members and former members.

#### IS THIS ROLE FOR YOU

If you are a capable administrator who gets things done through strong communication, IT, and delegation skills, as well as experience in governance and meeting procedures, you'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and engaged members.

**Current Role Holder: Kate Roy** ([secretary@millwallrugby.com](mailto:secretary@millwallrugby.com))

#### INTENDS TO STAND AGAIN

No

#### Time per week required

2 - 4 hours

#### MAIN ACHIEVEMENTS FOR S2023/24

- Facilitated the monthly CMC meeting, regularly distributing accurate agendas, minutes, and action trackers.
- Engaged with the Millwall ecosystem, including attending the Essex CB AGM, planning meetings hosted by Tower Hamlets Council, Canary Wharf Group, and joined various online England RFU webinars to develop wider understanding of club governance.
- Acted as a point of contact for our valued volunteers.

#### MAIN CHALLENGES FOR S2024/25

- Further refine the Club's governance in order to effectively empower Elected Officer as well as volunteers.
- Working with the CMC, aim to complete the RFU Club Heath Check and Howden Risk Assessments to an adequate standard.