

St Catherine's Committee Position Description

Position Title: SECRETARY

Main Purpose of the Role:

The role is central point of contact for all incoming & outgoing correspondence.

Experience and Tasks:

1. Responsible for clearing postal box
2. Maintain register of all incoming & outgoing correspondence
3. Record & distribute committee meeting minutes
4. Distribute incoming mail to committee members
5. Distribute information from QCSA to managers

Personal Attributes:

1. Possess the ability to maintain a strong attention to detail and a commitment to providing the best possible service for club members
2. Sound oral and written communication skills including the ability to liaise effectively with fellow committee members, council representatives club members
3. Possess the ability to manage time effectively, meet deadlines and stay calm and organised.
4. Self motivated with the ability to use initiative to solve problems.
5. Possess a strong work ethic and a positive and flexible approach.