

EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



JOB DESCRIPTION

Team Secretary

Name of Team Secretary:

Responsible to: Club Coach

Purpose:

To liaise between the Selection Committee, Team Captains and players to ensure that selected teams turn out at maximum possible strength.

Key aspects of the role:

1. Attend weekly selection meetings.

Attend the meetings and take notes of the selected teams.

Post the selected teams on the Club Notice Board and post them on social media groups so that all players are informed of their selection.

2. Act as point of contact for players.

Liaise closely with the Membership Secretary to ensure an accurate register of players names, addresses and telephone numbers.

3. Communicate with players regarding availability.

In conjunction with the Club Coach and Team Captains, to re-organise the teams in the light of players becoming unavailable and to advise reserves of such changes.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.