

# THE SECRETARY

Average weekly time commitment:  
2-3 hours

## What is the Secretary?

Handles all club correspondence and is the central point of club administration.



## Benefits:

- ▶ Future career development opportunities.
- ▶ Recognised accreditations for extracurricular activity.
- ▶ Role-specific training & tailored support from NTU Sport.
- ▶ Opportunity to get a committee t-shirt!



## Skills for your CV:

Learning to effectively communicate with a range of stakeholders, task prioritisation and taking initiative.

## Main Responsibilities:

- ▶ Actively gather feedback from club members.
- ▶ Prepare, record and distribute the meeting agenda & minutes.
- ▶ Manage and oversee the club email inbox.

**Pride. Unity. Respect.**

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Average weekly time commitment:  
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## What is the role?

The Club Secretary is a pivotal role. It is the central point of club administration, handling all club correspondence. It is a high-profile role that has a major impact on the efficient and effective management of the club.

## We are looking for someone who:

- Wants to give back to their club and/or sport.
- Is passionate about improving NTU Sport.
- Is a good verbal and non-verbal communicator.
- Is well-organised.
- Is an active listener.

## What skills will you develop?

- Improved verbal and non-verbal communication.
- Mediation and influencing skills
- Evaluating situations
- Task prioritisation and taking initiative

## What are the perks?

- Leave a lasting legacy within your club.
- Opportunities for future career development and support.
- Tailored support from NTU Club Development Officer / Head of Sport.
- Comprehensive role-specific training and guidance.
- A key role within NTU Sport and an opportunity to make a difference.
- Official university record of extra-curricular achievements (Higher Education achievement record).

## Main responsibilities:

- Be an ambassador for NTU Sport's values: Pride, Unity, Respect.
- Actively gather feedback from club members.
- Collaborate with other committee members e.g., the treasurer to ensure membership and subscriptions are up to date.
- Prepare, record and distribute the meeting agenda and minutes, including committee meetings and the annual general meeting (AGM).
- Establish a clear and trusting relationship with your NTU Sport lead (e.g. Club Development Officer / Head of Sport).
- Co-create and contribute to the implementation of the Club Development Plan.
- Manage and oversee the club email inbox

**Pride. Unity. Respect**