

THE SECRETARY



2-3 Hours a week

What is the Secretary?

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



Benefits:

- ▶ Future career development opportunities
- ▶ Recognised accreditations for higher education 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

THE SECRETARY

Average weekly time
commitment: 2-3 hours

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

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 or source sponsorship
- 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 Sport Development Officer/Head of Sport).
- Co-create and contribute to the implementation of the Club Development Plan.
- Manage and oversee the club email inbox

Next steps:

- Nominate yourself. Nominations are open: 12pm (midday) 12th February - 12pm (midday) 23rd February
- Election voting: 8pm 7th March – 12pm (midday) 15th March via the NTSU app
- If elected, you must attend Committee Ready training in term 3 (date TBC)

What are the perks?

- Leave a lasting legacy within your club
- Opportunities for future career development and support
- Tailored support from NTU Sport 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)
- Opportunity to purchase a bespoke committee-only shirt

Pride. Unity. Respect