



LBT Volunteer Job Description
Title: Club Secretary

Current holder:	See Organisational Chart
Contact e-mail address	Club.secretary@lbt.org.uk
Type of volunteering	To act as secretary for LBT.
Main purpose of volunteering	Arrange club meetings, the club's AGM, take minutes at committee meetings and be responsible for administrative tasks.
Responsible to	The LBT committee
Competencies / experience required	Be methodical, organised and be able to co-ordinate tasks and decisions made by the committee.
Commitment required	Attending approximately 8-10 x 2 hour meetings per year, plus being responsible for the distribution of minutes after each meeting. Maintenance of club affiliations, insurances and the club constitution
Benefits to self	Working on a club committee and seeing improved organisation and development within the club and its membership.
Benefits to community	A well-run, efficient club committee that is beneficial to the club's members..
Support received from:	The club's chairperson, club committee and Regional Development Officer where appropriate..
Is this volunteer opportunity open to disabled persons?	Yes.