



Bucks Hornets Basketball Club

Aylesbury Grammar School
Walton Road
Aylesbury
HP21 7RP



CLUB SECRETARY RESPONSIBILITIES

The main responsibility of the Club Secretary is to ensure the smooth running of the Club and act as a general liaison between all Committee members, coaches, players and parents.

England Basketball

The Club Secretary is the main point of contact for English Basketball.

- Registering the Club and Teams for the upcoming season. (Individual players are registered via the treasurer).
- Overall responsibility for Match Fixtures (see Fixture Manager Responsibilities).
- Club Mark Accreditation

Club

- To notify Committee members of the quarterly Committee Meeting.
- Raise the agenda and take minutes for the Committee Meetings and circulate to Committee members.
- To arrange and notify all club members of the Annual General Meeting (AGM), take the minutes of the meeting and circulate them to all club members.
- To arrange, in liaison with the coaches and Treasurer, 'Registration Day' for players prior to the start of the upcoming season.
- In liaison with the Chairman, produce 'Committee Members and Volunteer Responsibilities'
- In liaison with the Chairman, produce Club Policies
- Collate Club Insurance, Coaches CRB and First Aid Certificates and other relevant paperwork