



# LONDON VOLLEYBALL ASSOCIATION

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## SECRETARY

### ROLE & DESCRIPTION

The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and stores Association documents. In addition, he/she records the deliberations and decisions of the Executive committee.

### MAIN DUTIES

- To liaise with the Chair with regards to agenda content.
- To take meeting minutes and distribute copies to committee members.
- To ensure conflicts of interest are understood and declared at meetings
- To be the main contact for the Association.
- To deal with the day to day running of the Association.
- To respond to any correspondence as appropriate.
- To pass on any information received to relevant parties/persons.
- To securely store London Volleyball Association records including passwords and sensitive data.
- To store and archive the season's data in accordance with Data protection regulations and LVA policies.
- Maintain the membership list of the LVA in accordance with Data protection regulations and LVA policies.
- Any correspondence relating to Health and Safety is brought to the attention of the Executive Committee and any subsequent actions are recorded.
- Maintains an Association asset list.

### SKILLS/QUALITIES REQUIRED

- Good communication skills
- Able to understand the working of the Executive.
- Must have e-mail and Internet access.

### COMMITMENT

- Deal with any arising Association issues, including membership, training, competition and development.
- Attend the Executive Committee meetings, General meetings and any other meetings.

### Revision History

23 Apr 20: Version 0.1