



GARFORTH TIGERS

A M A T U E R R U G B Y L E A G U E C L U B

Roles & Responsibilities Club Secretary

- Principal administration officer- the main link between members executive committees and outside agencies.
- First point of contact for an outsider.
- Point of reference between league and teams.
- At the forefront of the work of the organisation.
- Writes agendas and minutes in club meetings.
- Encourages and facilitates teams/members/club sponsorship opportunities.
- Produces newsletters/publicity material if no publicity officer exists.
- Ensures that all information on the website is accurate and up to date.
- Books pitch(es).
- Recruit, encourage, develop and organise training for all club coaches and acts as point of contact for all coaching queries.
- To create links with and promote junior rugby within local schools.
- Coordinates activity within the club as and when necessary.

Garforth Tigers ARLFC, Glebelands, Ninelands Lane, Garforth, Leeds, LS25 1NT

w: www.garforthtigers.com e: tigers@garforthtigers.com

Chairman: Mark Wood **Secretary:** Joanne Paterson **Treasurer:** Martin Womersley

Club Welfare Officer: Matthew Baker