

Carrick Castle Boat Club

The Secretary - Job Description

1) Administration

- a) Deal with all enquiries directed to The Secretary or Secretary@carrick-castle-boat-club.co.uk.
- b) Coordinate liaison between the Club and Crown Estate Scotland through their agents Bidwells in Perth.
- c) Keep the membership list and the members e-mails up to date.
- d) Prepare documentation for new members.
- e) Prepare agendas for committee, extraordinary and annual general meetings.
- f) Prepare the minutes for all meetings.
- g) Apply to Crown Estate Scotland for replacement mooring tags.
- h) Complete annual returns as required by Crown Estate Scotland.
- i) Manage the Club's WiFi system, router, booster, aerial & GDPR.
- j) File all documents in an orderly manner.

2) Publicity

- a) Update the Club's website <http://carrick-castle-boat-club.co.uk>.
- b) Update the Club's Facebook page <https://www.facebook.com/carrickcastleboatclub/>.

3) Events

- a) Preparation for any event such as musters, open days, beach cleaning days and special events.
- b) Organisation of speakers for Annual General Meetings.

4) Liaison

- a) Liaise with other committee members by e-mail.
- b) Liaise with the Moorings Officer over members, clubs and visitors moorings.
- c) Liaise with the Treasurer over members and purchase payments.
- d) Liaise with the Chair providing copy e-mails of important information affecting the Club.
- e) The Secretary is the lead contact with the Club's bankers - Clydesdale Bank plc - all cheques require two signatures between the Treasurer, the Moorings Officer and the Secretary.