**BRIDGWATER NETBALL CLUB**

**SECRETARY**

**The Secretary shall:-**

1. Liaise with the Chair on the agenda and minutes for each meeting before they are circulated.

2. Liaise with the Chair as and when appropriate.

3. ANNUAL GENERAL MEETING

1. Send a letter to all players requesting that any proposed

 alteration to the Constitution, which any Member wishes to make

 at the Annual General Meeting of that year, must be sent to the

 Secretary 28 days before the Meeting.

1. Prepare the Annual Report to be submitted to the members at the Annual General Meeting.
2. Circulate any relevant information received from the League, County,

 Regional Association or England Netball to members of the Committee

 where necessary.

1. Distribute the Club/County Handbook to Committee members and

 other appropriate people.

1. Distribute any other relevant information to Committee members and

 appropriate people.

1. Deal with any netball enquiries and necessary correspondence and notify

 England Netball of any changes that are required in the England Netball

 Handbook.

8. If unable to attend any meeting, arrange for correspondence to be sent to the meeting.

9. Ensure the Club adheres to the England Netball Duty of Care Guidelines.

10. Take Minutes at all Committee Meetings and the Annual General Meeting.

1. Send draft minutes of Committee Meetings and the Annual General Meeting

 to the Chairman for clearance.

12 Type the minutes within 2 weeks of the meeting and distribute.