



PERTSHIRE RUGBY

Role Description

Position	Secretary	Created	18/04/2024	Revision	A
Email	secretary@perthshire-rfc.co.uk	Area	Committee	Reference	PR CV 002
Overview					
The Secretary is one of the primary organisers of the club and is responsible for effective administration. The Secretary is the integral link between the Club and its' stakeholders as well as between the Club and the SRU.					
Key Requirements					
The Person - Will have a good general knowledge of Scottish Rugby. - Will have good communication skills and be able to liaise with Scottish Rugby Departments and PRFC committee.					
Key Roles					
Communication - Will be able to handle all communications and correspondence from Scottish Rugby and ensure timeous action and return. - Handle all enquiries and correspondence received via club website. - Forward correspondence received from stakeholders etc to the correct areas of PRFC and ensure they are dealt with properly. Administration - Maintain records of the Committee and ensure effective management of the Club's record. - Maintain an up-to-date copy of the constitution of the Club and other appropriate records. Organisation - Will be the point of contact for communications from National League Fora and Regional Fora and ensure PRFC are represented at the various meetings. - Attend committee meetings of PRFC.					
Estimated Time Required	1 or 2 hours per week				
Agreement					
I agree to undertake all points as noted above for the benefit of Perthshire Rugby Football Club. I note that this list is not exhaustive and additional roles may be allocated or removed as required.					
Name		Signature			

