**Association Secretary** **Role & responsibility** ¬

 To support and advise the Commodore and the other Flag Officers on the good management of the Civil Service Sailing Association. ¬

To develop a good knowledge of the Association Rule and to update those from time to time in line with good practice.

 To advise the GC in respect of good governance and management for sports bodies.

 To take minutes at GC meetings and provide support to GC Members in relation to the Rules and Byelaws of the Association.

 To publish the agenda for GC meetings and support the Commodore in the effective running of those meetings.

 To prepare the Notices for all general meetings of the Members and support the Commodore and other Flag Officers in the effective running of those meetings.

 To act with integrity at all times and promote transparency to Members regarding the management of the Association and the activities of the GC and the SC

.On the direction of the GC to obtain advice for the Association in respect of any legal issues affecting the Association.

To ensure that the Association has appropriate policies and guidelines in place in areas such as Data Protection and other matters which may affect the operation of the Association.

To establish terms of reference, if required, for any sub-committees which may be established and to be available to those sub-committees should they require advice or guidance.

 To ensure appropriate agreements are in place with service providers to the Association as well as users of the Association.

To provide an appropriate induction to new members appointed to the GC to enable them to fulfil their role.

To support the Membership Secretary in the fulfilment of their role.

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Based on an original document by Bough Beech Sailing Association