

DOVER ROWING CLUB

SECRETARY

ACCOUNTABLE OR RESPONSIBLE FOR:

- ☺ All Administration of Dover Rowing Club
- ☺ Attend DRC Committee meetings
- ☺ Action Minutes and ensure these are circulated to all Committee members
- ☺ To arrange and attend the Annual AGM
- ☺ Act as Dover Regatta Secretary
- ☺ To collate all Club official communications (letters etc)
- ☺ Keep an up to date record of members subscription details and payments
- ☺ Hold up-to-date copies of:
 - Club Constitution
 - Club Development Plan
 - Club Account Sheets (monthly sheets)
 - Membership details
 - CARA Membership details
 - BR Membership details
- ☺ Liaise with Lead bodies on club matters ie, CARA, BR
- ☺ Assist in maintaining DRC Clubmark status
- ☺ Act as focal point for club correspondence/contact with other clubs
- ☺ Ensure all member's (who want to row in regatta's) are registered with the CARA Secretary
- ☺ Ensuring DRC assets are maintained in a safe suitable manner