



ASA Secretary

Role

To work with the Treasurer to keep the clubs ASA records and returns up to date.

Skills:

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic with an eye for detail
- Confident and effective communicator

Main Duties:

- To work with the Treasurer to co-ordinate the clubs ASA records and returns
- .Keep the clubs records up to date

Commitment

One hour per week

Benefits to Self

Allows someone to contribute a vital role to the club without an enormous overhead on their time

Signature _____

Date _____

Print Name _____