

Somerset County Rugby Football Union Limited

County Secretary Duties

1. To provide a full secretarial service to the Main Committee and the Governance & Finance Sub Committee.
2. To liaise with and provide administrative support to members of the Committee, as required.
3. To deal efficiently and effectively with incoming and outgoing communications whether verbal, or by letter, telephone, fax or e mail.
4. To give guidance and advice to member clubs, as required.
5. To undertake the duties of the Membership Secretary and International Ticket Secretary for the Union.
6. To continually update the playing records of the County Senior XV's.
7. To attend all Senior County XV Championship matches.
8. To organise periodic meetings of Clubs, taking and circulating minutes of same.
9. To collate information for the preparation, printing and distribution of the County Annual Handbook.
10. To support Sub Committee chairs or the County by attending other meetings where required.
11. To represent Somerset County Rugby Football Union Limited and vote as necessary at General meetings of the Rugby Football Union.
12. To collect the member clubs' annual financial statements, in accordance with the appropriate Rugby Football Union Rule, and forward to the Honorary County Treasurer for analysis.
13. To check and maintain stocks of County regalia including ties, shields, badges and caps, order replacement stock, as required.
14. Issue invitations, and collate replies, for Union events as required.
15. To act as the primary focal point for communication to and from the Rugby Football Union, and to ensure appropriate information arising is distributed to the County Committee and/or sub-Committees, and member clubs, as required.
16. To act in the role as "Data Officer" on the RFU GMS for the Constituent Body.