



Berkshire Archery Association

BAA Job Description : Secretary

Principle duty: In an executive role is the principle administrator of Berkshire Archery Association, and be the central point of contact for National, regional bodies, as well as clubs, sports associations and individuals.

Main tasks:

- Point of contact with Archery GB, SCAS, and other sports associations, as well as BAA clubs, individuals and any other enquiries for BAA.
- Organizing the quarterly committee meetings and the Annual General meetings, recording and circulating minutes, as well as other documentation associated with the meetings.
- Follow up on actions or activities raised during the meetings
- Archiving of BAA documentation, where applicable
- Booking the meeting facilities.
- Ensure the General Data Protection Regulation (GDPR) are established and maintained, as BAA Data Protection Officer, according to the Privacy Policy.
- Along with the Chairman, act as the focal point for any complaint or disciplinary issues being escalated to the county & organise any panels required
- A member of the BAA Executive committee, with a 3 year term of office.