

SPORTS UNION HONORARY SECRETARY – JOB DESCRIPTION

This document should provide information on the volunteer role of Sports Union Honorary Secretary.
If you have any queries with regards to this position please e-mail Sports.President@ed.ac.uk.

Role Title: Sports Union Honorary Secretary

Responsible to: Sports Union President
Sports Union Executive Committee
Sports Union Membership

Requirements to run: Must be a matriculated student of the University at the time of election and during time in role.

Recommended skills / experience: Experience of record keeping and minute taking.
An awareness of Sports Union structure and organisation.
Strong communication (written English particularly), organisational, and time management skills.
Good computer and IT skills, and understanding.
Pro-active and enthusiastic individual who has the ability to work unsupervised and as part of a team.
Must be committed, and able to contribute time and effort to the role.
Dedication to the improvement of the University' sporting offer.

Key responsibilities: Responsible for Sports Union records and communications – minutes of discussion, planning and achievement from all meetings – with the help of the Sports Coordinator (Transport & Administration).
Responsible for monitoring all Sports Union deadlines with the Sports Coordinator (Transport & Administration).
Responsible for tracking, sending, and informing clubs of fines.
The opportunity to influence Sports Union Policies and gain an in depth knowledge of the organisation through being actively engaged with multiple committees.
Lead on club development through individual engagement.

Time commitment: 6-10 hours per week throughout the academic year.
Be able to attend all Sports Union meetings throughout the year.
