

Secretary to the Executive

Type of role: Voluntary

Croquet England is a Charity Incorporated Organisation and the National Governing Body for Croquet in England, working with regional Federations, affiliated clubs and Academies to support the sport at every level - from garden play and local clubs through to national and international competition. Our strategy, 'More Croquet', sets out our ambition: more people, playing more croquet, in more places for fun friendship and competition. We are working towards a future where generations of players enjoy croquet within a fun, passionate, collaborative, accessible and progressive community. Our strategic priorities focus on growing volunteering and participation, growing the diversity of our players and volunteers, and providing them with brilliant experiences.

The Secretary of Croquet England, may invite the Executive to appoint a named person, who may or may not already be an appointed member of the Executive, to represent him/her on the Executive and to act as Secretary to the Executive in his/her place.

Purpose of Role

If a Secretary to the Executive is appointed, they will take the ex-officio position of the Secretary of Croquet England as a voting member of the Executive.

The specific responsibilities are as follows:

1. Attend as a member all the meetings of the Executive and assist the Chief Executive Officer as necessary in the conduct of those meetings.
2. Organise any formal voting procedure required.
3. Prepare and issue the calling notice, agenda and supporting documentation for meetings of the Executive.
4. Prepare and distribute the minutes of Executive meetings.
5. Arrange for minutes, together with any papers referred to therein, to be published to the subscribers and affiliates of Croquet England on the website, usually within 2 weeks of the meeting.
6. Provide a summary of significant decisions of the Executive to the Secretary for publication.
7. Liaise with each responsible Executive Member to ensure copies of all the Standing Committees minutes are published, in a timely fashion, on the website, so that an archive is maintained.



Time Commitment

Executive Meetings per year - 6

Days outside of Executive team meetings – 6 days (estimate)

How to apply:

If you would like to apply for the role of Secretary to the Executive , please send a 1-page letter describing how your skills and experience make you suitable for the role to Paul Brown – paul.brown@croquetengland.org.uk by 5pm on the 16th August.