

The Croquet Association Honorary Secretary

A key aspect of restructuring the Croquet Association's operations will be the appointment of an Honorary Secretary to assist the Chairman and committees in conducting the CA's business.

The post will be honorary but the person will receive a modest honorarium. The appointee will be a full member of the CA's major committees and will thus have considerable responsibility and standing.

The Role:

Supported as necessary by CA Office staff, the Honorary Secretary will

- Service Association, Council, Management and Executive meetings, including calling meetings, recording proceedings, publishing reports, arranging elections and maintaining the CA's procedures and rules;
- Take the lead in ensuring that the CA maintains the highest standards of corporate behaviour, particularly in relation to its employees and members.

The Person:

- An innovative and proactive team worker who has proven management experience in a complex organisation.
- Good verbal, written and interpersonal skills with the ability to co-ordinate work to tight deadlines and to a high standard.
- Education to degree level or equivalent, with competency in computer literacy including a working knowledge of email and Microsoft Word and Excel.

Interested candidates should forward a covering letter and CV by **4th January 2008** detailing their suitability for the role by email or post to: Jonathan Isaacs, Meers Farm, The Hollow, West Chiltington RH20 2QA jonathanisaacs@btinternet.com