

Oar & Explore Secretary – Committee Role Description – August 2026

Purpose of the role



The Secretary helps the committee run effectively by coordinating meetings, maintaining club records, and ensuring that important information and decisions are communicated and followed up. The Secretary provides the organisational link between committee members and helps keep the club's administration running smoothly.

Key responsibilities

- Organise and coordinate regular committee meetings with Chair.
- Prepare and circulate meeting agendas in consultation with the Chair.
- Take accurate notes and minutes of committee meetings.
- Circulate minutes and agreed actions to committee members following meetings within WhatsApp group chat.
- Keep track of actions agreed by the committee and follow up where necessary.
- Maintain key club records, documents, policies, and correspondence.
- Help ensure important club information is kept up to date and accessible to the committee.
- Support the Chair and other committee members with general club administration.
- Assist with the preparation and organisation of the club's AGM.
- Keep a record of committee members, roles, and terms of office.
- Help ensure that decisions and information are communicated to the relevant committee members or club members.

What we're looking for

- Organised, reliable, and able to keep track of details.
- Good written and verbal communication skills.
- Comfortable taking notes and producing clear, concise minutes.
- Able to manage information confidentially and responsibly.
- Good at following up actions and keeping things moving.
- A willingness to work collaboratively with the Chair and wider committee.

No previous experience as a club Secretary is required – good organisation and communication skills are the most important qualities.

Time commitment

- Attend regular committee meetings and the club's AGM.

- Approximately 2 hours per week, depending on the number of meetings and administrative requirements.
- Additional time may be required around the AGM or for specific club projects.

Support available

- Handover and guidance from the previous Secretary where available.
- Support from the Chair and other committee members.
- Access to the club's existing records, templates, policies, and meeting documentation.

Application

If you would like to apply for the Oar & Explore Secretary volunteer role, please find the online application form here:

[Oar & Explore Committee Role Application Form - 2026 – Fill out form](#)

The closing date for the applications is midnight Wednesday 26th August 2026. We aim to respond to all applicants at the beginning of September.

For any queries or questions about the role or application process, please email: oar.and.explore@gmail.com

(If you would like to view the other roles we are recruiting for, please view this file: https://drive.google.com/drive/folders/1c-_d2NV_E7gPYfm1JAncl7sJvgYFk9LM?usp=sharing)