



East RYUAG

East Region Young Umpires Action Group Role Description – ERYUAG Secretary

Job Title

Secretary

Responsible to

ERYUAG Chair

Skills Required

- Methodical and reliable
- Good communicator
- Impartiality
- Good planning skills
- Prepared to make regular time commitment

Main Duties

General Responsibilities

- 1) Be the first point of contact for all enquires
- 2) Dealing with all correspondence
- 3) Organise and book meeting room facilities
- 4) Support the RYUAG with funding applications

Communication

- 5) Communicate with the members of the RYUAG as appropriate
- 6) Communicate with other bodies working with the RYUAG as appropriate

RYUAG

- 7) Organise and attend RYUAG meetings
- 8) Record and distribute minutes within 14 days of the meeting – maintain accurate records
- 9) Ensure ERHUA and County Young Umpire Action Groups are kept informed with meeting minutes and other relevant information
- 10) Organise (but not necessarily attend) any extra appointments / events for the RYUAG e.g. trip to Wattignies
- 11) Maintain and manage the website and social media accounts of the RYUAG

