

ROLE OF THE CLUB SECRETARY - COVERACK GIG CLUB

The secretary is a member of the Club's Management Committee.

The main role is to be the contact person & information hub for the gig club in relation to the CPGA*, all other gig clubs** & club members, responding in a timely manner to requests for information etc .

To liaise also with local organisations (eg. Council, Beach Committee, Village Hall Committee etc.)

Arrange Club Committee & General Meetings, notifying members of deadlines etc. Prepare & circulate agendas. Ensure minutes are compiled & distributed at the earliest possible opportunity following the meeting. Keep records of such up to date.

To ensure all correct entry information is received by WPGC Committee.

CPGA * - Responsibilities to the CPGA include : Passing on the following information at season start

1. List of experienced coxswains.
2. Copy of valid insurance.
3. Names of Gigs for shipping to Scilly.
4. Name of Gig the club does not wish to loan for championship events.
5. Suitable dates for club event.
6. Continually updated register of rowers throughout the season.

ALSO TO..... 7. Ensure correct entry for all crews for all CPGA events, ensuring that deadlines are always met & relevant fees passed on.

Other Gig Clubs ** - responsibilities include swiftly responding to & communicating with club secretaries regarding event invitations & attendance. (Passing all relevant information to own club members in a timely & efficient manner)

MEMBERSHIP SECRETARY: Keeps up to date & accurate membership forms for all sections of the club, passing this information on to the Treasurer where necessary.

JUNIOR SECRETARY: As above. Plus Welcomes all new rowers & parents to training sessions, provide information on Club, CPGA, Gig Rowing etc. Communicate all relevant information to parents throughout the year.