



Southern Area Judo



Role Description

SOUTHERN AREA JUDO – SECRETARY

The Secretary is responsible for the administration of Southern Area Committee meetings and the AGM, and the administration of SAC communications in liaison with the elected officers. (The specialist sub-committees are responsible for managing their meetings and records of such.) The Secretary will work in liaison with the SAC Chair, SAC members, County secretaries and the lead contact for the Area's website.

The Secretary is an elected member of the Southern Area Committee (SAC). Attendance at all the Southern Area Committee meetings is required if possible. Attendance is also required at the Area's AGM held in May/June. Expenses incurred are paid for duties relating to secretarial activities.

Key Responsibilities include:

1. Liaising with the Chair, SAC members and County secretaries to plan SAC meetings.
2. Receiving and circulating agenda items and supporting papers for the SAC from various sources.
3. Ensuring SAC meetings and the SA AGM are effectively organised and minuted, with agendas and reports circulated in accordance with Constitution requirements.
4. Managing electronic and hard copies of documentation relating to SAC business.
5. Dealing with any SAC correspondence in liaison with the elected officers and Committee members.
6. In liaison with the Chair and the SAC, organising and minuting the AGM.
7. Receiving items for the SA website for checking of spelling and suitability, in liaison with the elected officers and SAC members.
8. In liaison with members of all SA committees, county secretaries and British Judo, maintaining a calendar (electronic and hard copy) of SA events, and relevant events at national level and in other BJA Areas.

Skills and Experience:

1. Current BJA membership (optional but preferred).
2. Preferred: experience of Committee processes, taking minutes and managing documents.
3. Good general IT skills including competency in Microsoft Word and Excel.
4. Working knowledge of GDPR.

March 2022