










## ***Leicestershire Schools Badminton Association***

### **Secretary Job Description ( February 2018).**

Responsible to: Leicestershire Schools Badminton Association Committee

#### **MAIN DUTIES**

-  To ensure the efficient recording, reporting, administration and circulation of LSBA information and communication, received via The Leicestershire Badminton Association BADMINTON England or other internal and external agencies.
-  To act as the main contact for the LSBA.
-  To ensure there is a straightforward and efficient network of communication in place for existing and new members. This done in conjunction with the Performance Centre Liaison officers and Team Leicestershire.
-  To organise and service LSBA meetings in accordance with the constitution.
-  To maintain a database of committee members, LSBA playing members and external contacts.
-  To bring all matters affecting the LSBA to the attention of the LSBA Committee.
-  To update at beginning of each season Players/Parents handbook held on the website.
-  To sit on the LSBA Committee and attend regular LSBA meetings.
-  To keep a list of people having Access Cards to Babington Sports facility and Keys for cupboards being used by Managers – updating when required.

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SIGNED:

DATE:

NAME:

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