



## ROLE DESCRIPTION AND ADVERT FOR SECRETARY

<b>Role title:</b>	Secretary of Forth Valley Disability Sport (Voluntary)
<b>Responsible to:</b>	Forth Valley Disability Sport management committee
<b>Location:</b>	Home-based
<b>Term:</b>	Minimum 1 year (can be re-elected at annual AGM for a maximum of 3 years)

Forth Valley Disability Sport (FVDS) is a charity where the main aim is to lead in the development of sport for people with physical, sensory or learning disability in partnership with key local agencies in the three local authority areas of Stirling, Falkirk and Clackmannanshire. FVDS is a member branch of Scottish Disability Sport (SDS) who are the governing body of sport for athletes and players with a physical, sensory or learning disability.

As secretary you will be responsible for supporting the committee and assisting with decision making, setting up meetings and minute taking. You will be a contact for FVDS alongside the Branch Coordinator and will be a good communicator.

### Skills Required:

- Good organisational skills
- Well organised, enthusiastic and drive in partnership working
- Excellent written communicator
- Experience of using Microsoft Office

### Main Duties include:

1. Committed to attending all committee meetings (currently online or face-to-face).
2. Set up committee meeting and manage invites to attendees.
3. Take minutes of meeting, complete and circulate before next meeting.
4. In conjunction with the Chairperson, prepare and present the annual report.
5. Liaise with the chairperson on the agenda for each meeting and approve the minutes before they are circulated.
6. Be completely familiar with Forth Valley Disability Sport policies and procedures, constitution, club rules and committee procedures.
7. Help to prepare and submit any statutory documents that are required (e.g., VAT, grant aid reports)
8. If unable to attend any committee meetings, ensure another member takes minutes.
9. Assist the Branch Coordinator with general enquiries.

### Time Commitment: (Roughly 5- 7 hours per month)

- Attend FVDS Committee Meetings (6 per year)
- Manage meeting correspondence

### Applications

All applicants should send a note of interest to [chairperson@fvds.org.uk](mailto:chairperson@fvds.org.uk) detailing why you are interested in the role and any relevant skills and experience. If you have any questions or would like an informal chat, please contact Forbes Maginnis on the above email. We will be in contact with any interested applicants throughout the process on suitable interview dates.