



Sussex Pétanque Association

SXP Elected Officers

SXP Secretary

Job Description

- To undertake the administration of the affairs of SXP
- To represent the interests of SXP at National level
- To produce agendas for, record minutes at and produce action points and minutes of the SXP EPA MC meetings
- To ensure that the notification of the SXP AGM/EGM is conducted in accordance with the SXP Constitution and ensure the agenda, nomination paperwork and recording & production of minutes is completed
- To act as focal point, together with the SXP President for receiving & responding to correspondence from the EPA MC, SXP Clubs, Leagues, Members and external communications
- To keep an on-going file of all minutes and correspondence
- To keep a record of where each SXP Championship Trophy is held and liaise with the SXP Playing Officer to ensure each Championship Trophy is available on the day of the competition
- Provide administrative support on disciplinary cases of members of SXP
- To provide a report at the SXP AGM
- To undertake other duties that may be needed for the benefit of SXP
- To promote a positive image of SXP and be an ambassador for the region
- To be aware of and work within the EPA's Member's Code of Conduct and Equity Policy
- Not to bring the name or reputation of SXP in disrepute

Skills

- Computer literacy
- Access to the internet and use of e-mail
- Communication and organisational skills