

Volunteer role information

Minute secretary for the management committee



Why volunteer with TGC?

The club was founded in 1978 and currently has over 25 squad and development gymnasts and around 125 recreational gymnasts, plus a team of 10 paid coaching staff members and 3 young volunteers supporting the sessions. All of this is made possible because of the dedicated volunteer committee of parents, carers and other supporters. When you join our volunteer committee, you help ensure this hive of activity in Tetbury is carried out safely, with passion, and could help develop the club even further to impact the lives of many more young people.

Role purpose:

- To support the chair with administration to manage effective meetings
- To represent the aims and objectives of the club (see the constitution for details)

What skills and attributes do you need?

- Excellent communication skills
- Computer literate and comfortable using Google Drive (or willingness to learn)
- High level of organisation and ability to work on own initiative
- Ability to work as part of a team

Some of what you will do:

- Liaise with the chair to plan meetings, including booking venues
- Receiving agenda items from the chair and other committee members
- Circulating agendas and reports
- Compile minutes of meetings, recording decisions and action to be taken and by whom.
- Circulating approved minutes
- Filing minutes and reports
- Supporting the committee with other administrative tasks as required

Commitment:

- A minimum of 4 committee meetings per year, plus preparation time
- One AGM per year, plus preparation time
- Tasks between meetings as required

We abide by British Gymnastics policies on equality, diversity and inclusion. "We believe our sport should be open and accessible to anyone who wants to be involved, whether as a gymnast, a coach, an official, a volunteer or a fan. We are committed to treating everyone with dignity and respect and ensuring the gymnastics environment is one where everyone can thrive." britishgymnastics.org

Please note this is a volunteer role and does not form part of any contract of employment.