



Honorary Secretary Staffordshire Rugby Union

The appointment of the position is for up to three years, with a rolling tenure thereafter, subject to annual reinstatement at the AGM.

The Honorary Secretary will be a member of the Executive Board and Management Team.

The appointment is a voluntary role with no remuneration; reasonable expenses will be supported.

Purpose:

The primary duty of the Honorary Secretary is to act as the principal administrator for Staffordshire Rugby Union, supporting effective governance, communication, and the smooth running of the Constituent Body (CB).

The role is central to ensuring the CB operates efficiently, remains compliant, and keeps clubs and volunteers well informed.

Key aspects of the role:

- Act as the central point of communication for the CB, ensuring information is shared effectively between the RFU, the CB and member clubs.
 - Lead the administration of the CB, maintaining accurate records and ensuring compliance with governance and GDPR requirements.
 - Organise and support all CB meetings (Executive, Management Team, AGM and SGMs), including preparing agendas, distributing papers and recording minutes.
 - Support good governance across the CB, ensuring processes, policies and constitutional requirements are followed and kept up to date.
 - Work with the Chair and Executive to plan the annual cycle of meetings and key activity.
 - Support the completion of RFU reporting, audits and affiliation processes.
 - Maintain accurate records of roles, appointments and key CB information.
 - Work with CB officers and volunteers to ensure actions are followed up and delivered.
 - Provide guidance and support to clubs and volunteers on governance and process where required.
 - Contribute to the effective running and development of the CB as a member of the Executive.
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Key attributes:

- Desire to support and develop rugby across Staffordshire
 - Excellent communication skills, both verbal and written
 - Highly organised with strong attention to detail
 - Ability to manage priorities and meet deadlines
 - Calm and professional approach
 - Ability to work collaboratively with volunteers
 - Good IT and administrative skills
 - Understanding of confidentiality and data protection (GDPR)
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Knowledge and experience:

Understanding of rugby structures (Club, CB and RFU)

Understanding of all IT systems used by the RFU including GMS

Awareness of governance requirements within sport

Experience of administration, governance or committee environments

Key Performance Indicators:

Effective organisation and delivery of CB meetings and governance processes

Accurate and compliant record keeping across the CB

Timely communication between the CB, RFU and member clubs

Completion of RFU reporting and audit requirements within deadlines

Support the Executive in maintaining an efficient and well-governed CB

Time Commitment:

Approximately 6–8 hours per week, including evening meetings and occasional weekend commitments.