



To enable the Thames Region to develop rowing at all levels, by enabling every community within the Region to participate in the sport and to maximise our strengths at local, national and international level.

### Role Description

Role Name : Honorary Secretary

Incumbent : Vacancy

Previous Holders: : (Kirsten Adams, Luke Dillon)

Appointed/Elected : No term / restrictions

Email Address : secretary@thames-rrc.org

Reports to : Chairman

Manages : NA

Role Description :

- Responsible for administering meetings of the TRRC Executive and Sports committee.
- Creation of agendas, minutes and relevant notes of meetings
- Accepting and distributing incoming correspondence for the region
- Arranging the Annual general meeting.
- Maintains appropriate templates for reports, briefings and other governance matters.

Skills / Quals :

- Exceptional written communication skills.
- Organised

Short Descriptor :

- The secretary supports the chairman and other executive members with the running of the region. They are the primary point of contact for British Rowing in particular with regards to grievance or disciplinary matters to be undertaken on behalf of the region. They play a pivotal role in organising the running of the region and ensuring that its governance, meetings and boards are delivered according to the rules of British Rowing and the TRRC constitution.