



# WELSH CLAY TARGET SHOOTING ASSOCIATION LTD CYMDEITHAS SAETHU TARGEDAU CLAI CYMRU CYF

## WCTSA GENERAL SECRETARY

To provide secretarial & administrative support to the Board of Management. Duties to include:-

- Organise Board of Management meetings via Microsoft Teams & circulate the relevant documentation prior (agenda, minutes, financial reports)
- Organise the annual AGM meeting via Microsoft Teams in accordance with the Articles of Association (notification, proxy voting, agenda & minutes)
- Take & distribute minutes of the meetings and any other meeting deemed necessary
- Act as point of contact for all enquiries from members, Associations, companies etc.
- Reply to all correspondence in a timely manner and inform the Board of Management of any important matters
- Create & issue correspondence / documents on behalf of the Board of Management such as letters, forms, spreadsheets etc.
- Liaise on a regular basis with the Treasurer, Membership Secretary, Statistics Officer & Social Media & Marketing Officer
- Maintain & control stock levels of all Welsh Team clothing – skeet vests, badges, ties, cravats, pennants, merchandise etc.
- Store and dispatch all the stock as & when necessary
- Assist with the organising & running of Home Internationals when hosted in Wales
- Carry out the necessary administration for all the Home International teams – team entry forms, team members correspondence, team clothing etc.
- Liaise with other shooting Associations (especially regarding the Home International competitions) & governing bodies
- Input events & scores via the CPSA Shoot software for grounds who are not CPSA registered
- Attend WCTSA events as and when required by the Board of Management
- Any other tasks deemed necessary by the Board of Management

Must have good verbal & written communication skills

Must have suitable computer skills and be familiar with Microsoft software.

An understanding of website software would also be an advantage but not essential

Must be able to work independently and manage own time & workload effectively to prioritise tasks and meet deadlines

Must have good organisational skills

This is a salaried part time position

The position reports to the Chairman of the Board of Management.

Anyone who wishes to apply for the position or requires further information please contact the current WCTSA Secretary at [Secretary@wctsa.co.uk](mailto:Secretary@wctsa.co.uk)