Board - Secretaris

> **The goal of this page is to lay out everything that someone entering this role needs in order to succeed in this role. This includes vital information about the role (responsibilities, time commitments, where the role fits in the wider picture of UFO), as well as club knowledge that has built up that is directly relevant to this role.**
>
> **This page is meant to document information that is of direct use to future people within this role, and is not meant to track current work (which will become irrelevant in future).**

Role overview

- ℹ **Role name:** Secretaris
- 🎯 **Core goal:** Administration. To be the primary point of contact for those outside the club, to handle core administration tasks (such as field bookings, membership signups, and membership cancellations), and coordinate with the voorzitter to the smooth running of the club.
- ⏱ **Expected time commitment:** A couple hours a week at least.
- 👥 **Number of people in this role:** FILL OUT
- 📡 **Communication (how do you coordinate with each other, how do you communicate this roles work to the rest of the club):** FILL OUT
- 🔗 **Related roles:** FILL OUT (BY LINKING TO THEIR PAGES)
- 📌 **Important pages:**
  - Digital systems
  - Processes
    - Field and hall bookings
    - Member signups and cancellations

Responsibilities

> ❝ In bullet-point form, what are the responsibilities of your role?

- **Responding to emails in the secretaris inbox**

- **Managing memberships in relevant digital systems**
  - **Signing up new members**
  - **Signing out old members**
  - **Assigning of NFB competition licenses**
- **Ensuring volunteers have the needed VOGs for their roles**
- **Processing bookings of locations (fields and halls)**
- **Competition checks (ensuring that all players in teams have valid memberships and competition licenses)**
- **Curating and sending out the UFO newsletter**

Non-responsibilities

> What are the non-responsibilities in your role? (things that one might *think* fall into this role, but actually fall into the responsibilities of another role). When referencing another role here, please link to their role page.

- **Handling of membership payments**
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> The above section is the same across all volunteer role pages. The rest of the page is up to you, as someone within this role, to customise and update as you see fit.

Handover documentation

> What information have you built up in your role that would be important for a future person in this role to know? Document them here. This could be important contacts, experience you've had, recurring process checklists, and event planning.

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