



Role: Secretary, LSE Officiating Technical Support Group (OTSG)

Role description:

- Booking meeting rooms for OTSG
- Drafting and circulating minutes and actions from meetings
- Uploading files and documents to shared meeting spaces (currently via Dropbox)
- Ensuring actions are updated and completed between meetings
- Liaising with other TSGs as appropriate for reports/updates
- Supporting the Chair and Group with any other communications or correspondence

Skills/experience:

- Accurate note-taking/typing with good attention to detail
- Organisation skills
- Good communication skills
- Ability to work well with Chair and Group members
- Objectivity
- Discretion and ability to keep information confidential
- Knowledge or experience of committee procedures

Commitment:

Normally 4 meetings a year (February, May, August, November) and 1 day each quarter for administration.

Meetings are currently held on a Monday evening at Friends House in Euston from 18.45-20.30.

For more information and how to apply, please contact:

Jane Kelloe
kelloej@gmail.com

Netball London and South East

Netball London and South East, England Netball, House of Sport, 190 Great Dover Street, London, Se1 4YB

Tel: 02079934709 e mail: londonandsoutheast@englandnetball.co.uk