



Secretary: Alison Thackray

RESPONSIBLE TO:	The Club committee
SKILLS REQUIRED:	<ul style="list-style-type: none">• Good organisational skills• Ability to keep accurate records• Confident about handling figures and money• Prepared to make a regular time commitment
MAIN DUTIES:	<ul style="list-style-type: none">• Schedules committee meetings• Minutes committee meetings• Lead PR led awareness of Midlothian Teamgym along with the head coach and treasurer