



SUOMEN RUGBYLIITTO

FINNISH RUGBY FEDERATION

Secretary

Role Description			
Role Title	Secretary	Last updated	12.2.2026
Reports to	Chair		
Key relationships	Board members, club representatives, members, and relevant stakeholders		
Role type	Volunteer position. Expenses may be reimbursed when pre-approved by the board and supported with receipts.		
Time Commitment	Up to 5 hours per week, depending on season		
Term	Elected by the Board annually. Upon resignation, an agreed transition period will support handover of responsibilities.		
Purpose of the Role			
<p>The secretary supports the Board in efficient administration of the federation by ensuring that the meetings of the Board and related documentation are prepared in an accurate and timely manner. The secretary also organises General Meetings of the federation and communicates with the member clubs in administrative matters.</p> <p>All roles in the Finnish Rugby Federation provide their holders a network of enthusiastic and knowledgeable persons who are happy to support each other in making the best out of their time in the organisation. Bring all of yourself to your role!</p>			



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Core Responsibilities	
Governance & Meetings	
<ul style="list-style-type: none">• Coordinate meeting logistics and agendas in collaboration with the Technical Director and the Chair, ensuring seamless execution of all sessions• Provide required notice and documentation in line with the constitution	<ul style="list-style-type: none">• Draft and distribute meeting minutes within agreed timelines• Documenting minutes for Board and General Meetings.• Maintain accurate records of decisions and actions
Administration & Records	
<ul style="list-style-type: none">• Maintain updated contact information for clubs, members, and partners• Maintain and ensure traceability of key organisational documents (constitution, policies, minutes)	<ul style="list-style-type: none">• Maintain an annual administrative calendar of key events and deadlines (e.g., AGM)
Member & Stakeholder Communication	
<ul style="list-style-type: none">• Support clear and timely communication between Board and clubs	<ul style="list-style-type: none">• Support the preparation of official notices and federation communications
Confidentiality & Data Handling	
<ul style="list-style-type: none">• Handle organisational and member information confidentially and responsibly	<ul style="list-style-type: none">• Follow good administrative practice in documentation and data handling



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Accountabilities

- Timely and accurate completion of administrative duties
- Ensuring records and information are well maintained and accessible
- Supporting good governance practices and smooth operations
- Contributing positively to collaboration and organisational culture

Skills & Experience

- Requires a close cooperation with the Chair
- Good organisation and time-management skills
- Clear and professional communication capabilities
- Ability to collaborate and work independently
- Good digital and document-management skills
- Professional working proficiency in Finnish and English is preferred
- Experience in sport organisations or volunteer administration is beneficial but not required.