



ASSOCIACIÓ KEEP CALM BARCELONA

# SECRETARY

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Role Overview

ROLE ONE-PAGER

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## WHAT KEEP CALM IS

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Keep Calm is Barcelona's welcoming home for English speakers to stay active, make friends, and belong, powered by volunteers who care more about community than competition. We run padel, tennis, ping pong, volleyball, badminton, hiking, running, and more, inclusive and open to all abilities. We're now registering as a formal non-profit association so we can hold a bank account, apply for grants, and give the community legal continuity beyond any one person.

## WHAT THE ROLE DOES

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The Secretary is the association's record-keeper, and the second approver on any payment over €10 (Article 26a's medium and large bands).

- Takes and files minutes for board meetings and the Annual Assembly
- Keeps the member register up to date
- Handles membership applications: request in, board decides, result logged
- Approves medium payments (over €10, up to €50) alongside a Treasurer; large payments (above €50) also involve the President (one approval scheme, Article 26a; the euro values live in the Internal Regulations)
- Keeps the register of volunteers (llibre de voluntaris) alongside the member register
- Arranges Spanish/Catalan translations of minutes when needed for filing or official use (machine translation is fine)

## TIME COMMITMENT (ESTIMATE, NOT FIXED)

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One of the more frequent roles day-to-day, since any payment over €10 needs a Secretary's approval. Realistically **2-4 hours a month**, more if the association is doing a lot of spending in a given month.

## WHAT HELPS IN THIS ROLE

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- Comfortable with admin and record-keeping, doesn't need to love it, just be reliable about it
- Responsive enough to sign off transactions without becoming a bottleneck
- No legal or accounting background needed

## TERM

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One year, unpaid, can be re-elected. Two people hold this role jointly, either can act alone, so it's never fully on one person.