



Role Outline: Club Secretary

RESPONSIBLE TO: Club Chairperson

COMMITMENT/DURATION: Elected position for the membership year

PREVIOUS EXPERIENCE REQUIRED: None

Role Purpose:

The primary role of the club secretary is to provide administrative support to the role of chairperson. Much of the hands-on administrative effort may be delegated to other club officers and volunteers, but responsibility for ensuring the overall, well-run club administration lies with the Secretary.

Typical Responsibilities:

- Prepare and distribute agendas and minutes for meetings. Ensure meetings adhere to procedures of the club constitution
- Maintain club records and documentation.
- Handle and log correspondence and communications.
- Ensure club meets EA standards for affiliation
- Ensure an understanding of the legal responsibilities of the club to which the club complies
- Monitor, develop, and gain approval of club policies and processes
- Manage club grievance and disciplinary processes.
- Ensure the club applies for and receives its London Marathon club places entitlement
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

Skills and traits

- Good organisational and communication skills
- Able to follow processes.

Key Relationships

- Committee
- Management Team

Time commitment

- Approx 3-4 hours a month.