

Secretary

Club Secretary Job Description and TORs

Responsible to: Club management committee through the chairperson

Role purpose: To ensure the club's communications function efficiently

Commitment: 2– 4 hours per week plus committee meetings

Main Tasks:

- Act as the first point of contact for the club and ensure prompt communication exists both internally and externally from the club
- Deal with or delegate all of the administrative duties for the club
- Work with the treasurer to ensure all membership and affiliations are accurate and paid on time
- Ensure that all members have a copy of the club handbook, insurance details and officers contacts
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings

Skills required

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Similar experience in this role is desirable
- Good administrative skills and competent with email
- Access to forms of communication and contactable
- Enthusiastic and able to motivate others

Resources to assist in role:

- Runningsports guide 'role of the secretary'
- Runningsports guide 'How to Communicate Effectively'
- Specific training course on the role of the secretary