

Bedford and County Athletics Club

Role Description: Club Secretary

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.

Responsibilities:

- Plan club meetings with the chairperson and agree an agenda with all club officers
- Circulate details of meetings (time, location, agenda etc.) to club members
- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- Act as the first point of contact for club enquiries
- Receive, send and log correspondence on behalf of the Club
- Delegate tasks to club members
- Attend to affiliations
- Ensure insurance is up to date and relevant
- Maintain up to date records and reference files
- Arrange handover or succession planning for the position
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Manage club grievance and disciplinary correspondence.
- Ensure the club applies for and receives its London Marathon club places entitlement

Person specification

- It is desirable for the club secretary to be a well organised, friendly, approachable person.
- A high standard of verbal and written communication is also important as are a knowledge of running effective meetings.

- The role of club secretary requires real dedication and a detailed knowledge of applying and adhering to the rules of the club and those of the governing body.
- The role of secretary is a high profile role and has a major influence on the overall efficiency and organisation of the club and co-ordinating different volunteering roles.