



Sittingbourne Striders

# 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.**

## **Typical 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)
- Being the first point of contact for club enquiries
- Receive, send and log correspondence on behalf of the Club
- Delegating tasks to club members
- Attending to affiliations jointly with the Club Treasurer
- Ensuring insurance is up to date and relevant jointly with the Club Treasurer
- Maintaining up to date records and reference files
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Manage club complaints, grievance and disciplinary correspondence and procedures
- Ensure the club applies for and receives its London Marathon club places entitlement
- Arranging handover or succession planning for the position
- Support the Committee in the organisation of the annual club race



NAME (please print)			
British Triathlon Membership number			
England Athletic Membership number			
SIGNED		DATE	