



ROLE DESCRIPTION – CLUB SECRETARY

Secretary

The Secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club, you'll act as the linchpin between internal and external stakeholders. It's no exaggeration to say that the club couldn't function effectively without you.

Ideally, you'll need to be:

- * A capable manager who can delegate effectively
- * Confident and good at communicating
- * Skilled at administration and meeting procedures
- * Well organised and conscientious
- * IT-literate (especially the use of Word and Excel)

What you will do:

- * Act as the main communication link between the committee, sub-committees, club members, networks, other clubs and leagues
- * Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- * Manage legal and insurance matters
- * Provide the necessary details to **scottishathletics** regarding affiliation
- * Distribute the right paperwork to the right people in the club
- * Organise the annual general meeting, management committee and club meetings, preparing agendas and paperwork, and taking minutes
- * Communicate any important matters from **scottishathletics**, UK Athletics, leagues and other partner organisations

How much time will it take?

This role in most cases will take about 3 to 4 hours per week, mainly evenings.

What you'll get out of it:

Carrying out this secretarial role shows considerable command of high-level organisational skills. It's a highly respected post within the community as well as one of the most respected roles within the club. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run club and success in competitions as well as the retention of athletes and coaches.

Role Description – Secretary

JOB TITLE: Secretary

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- * enthusiastic
- * well organised
- * prepared to make a regular time commitment
- * prepared to assist with decisions when necessary
- * confident at some public speaking and keeping minutes during meetings

MAIN DUTIES:

- 1) Complete annual affiliation and return to National Governing Body (NGB)
- 2) Link to Membership Secretary and Treasurer with regards to membership fees accuracy
- 3) Assist President with preparation and presentation of the annual report
- 4) Liaise with President on the Agenda for each meeting and produce the minutes

- 5) Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations
- 6) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- 7) Postal contact of the club

Approved by Club Management Committee January 2014