



# 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).
- 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.
- Ensuring insurance is up to date and relevant.
- Maintaining up to date records and reference files, including the Members' Handbook.
- Arranging handover or succession planning for the position.
- Taking 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.