**THE CLUB SECRETARY: Role and Responsibilities**

**NAME OF CLUB:** Thanet Roadrunners AC (“TRAC” or “the Club”)

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**RESPONSIBLE TO:** The TRAC Management Committee

**NAME OF VOLUNTEER:** XXX

**START DATE**: XX/XX/XX **END DATE:** XX/XX/XX

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
* Ensuring insurance is up to date and relevant
* Maintaining up to date records and reference files
* 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

**Average Commitment: 6 hrs per month**