



Totley Athletic Club – Committee roles

Secretary

The function of the Secretary is to service the Committee and ensure effective communications with the club members and external organisations.

This involves:

1. Committee
 - Sending the agenda and previous minutes in advance of meetings
 - Attending meetings - 2nd Monday of the month
 - Taking minutes and distributing by email plus file one hard copy
 - Taking minutes at the AGM
2. Club information
 - Keeping the email circulation list up-to-date with info from membership secretary
 - Passing on information to the club members by email (in addition to that provided by the Social and Captains)
 - Over-seeing the management of the Club's Twitter and Facebook sites
3. External organisations
 - Dealing with emails from outside agencies – England Athletics, South Yorkshire Athletics, Northern Area Athletics – and various running clubs who send info about races.
 - Putting external race information on the website calendar.
 - Giving race entry forms to club captains.
 - Sending off for the London Marathon club entry and sorting out who gets the place(s)

Updated November 2012