

## **Club Secretary**

*The primary role of the Club Secretary is to provide administrative support to the role of Chair. 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 Chair 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.
- Prepare material for AGM and take minutes.
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures).
- Receive, send and log correspondence on behalf of the club via club email account.
- Delegate tasks to club members.
- Maintain up to date records and reference files.
- Take 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.
- **Be registered with England Athletics as the club's DBS Verifier:**
  - To physically verify the persons identification and confirm verification online.
  - To work with the clubs welfare officer to ensure the club is up to date with UKA/EA and DBS / government guidance around DBS and to ensure all relevant individuals hold valid DBS checks.