



Role Description: 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 a well run Club administration lies with the Secretary.

Typical 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 promptly 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.
- 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.