

Club Secretary :

Key roles & responsibilities :

- Organise regular committee meetings and publish the agenda
- Take minutes at the committee meetings and circulate to all committee members
- Understand and manage any changes required to the club constitution
- Organise the AGM in conjunction with the Chairman
- Prepare committee election documents for the AGM
- Publish the agenda for the AGM
- Take minutes at the AGM and publish to all club members
- Manage the club London marathon place
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Attend committee meetings

Skills and qualities required :

- Be well organised
- Be approachable
- Ability to take and present clear and concise meeting minutes
- Good written communication skills
- Good meeting management skills
- Knowledge of the sport's governance structure and affiliation requirements