

CLUB SECRETARY



JOB DESCRIPTION

Responsible To: Chairperson

Job Purpose: To ensure the appropriate administrative support is provided to the Chairperson and the committee of the club.

MAIN DUTIES

- Receive all correspondence directed to the club.
- Dealing with correspondence from the sport's governing body.
- Conduct internal administration for the committee and club. Take responsibility for ensuring letters are written and responded to.
- Attendance at club quarterly meetings and AGM.
- Establish meeting schedules for quarterly meetings and AGM. Take minutes and distribute to committee for approval and subsequent posting on the club web site.
- Prepare a report for the AGM.
- Booking of rooms for committee meetings and other activities as appropriate.
- Maintain an accurate copy of the rules and constitution of the club.
- Ensure all insurances and licences that are required by the club are current.
- Apply for grant funding.
- Apply for club places at London Marathon.