

Committee Position: Club Secretary

Key Responsibilities:

- Be the club contact for England Athletics and ensure that any correspondence received is notified to the club committee for consideration and action
- Manage the club and members affiliation to England Athletics
- Organise and attend club committee meetings including AGM (producing agenda in liaison with the Chair)
- Taking and distributing minutes, ensuring actions are appropriately delegated to relevant club members
- Produce a report for the club AGM
- Facilitate succession planning for the position

Key Skills: (Essential / Desirable)

- IT skills
- Ability to take accurate notes of meetings and produce clear minutes

Date of election: November 2018