



Club Secretary

The primary role of the club secretary is to provide administrative support to the role of chairperson. 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.

Typical responsibilities:

- Plan club meetings with the chairperson and agree an agenda with all club officers - usually first Tuesday of the month
- Circulate details of meetings (time, location, agenda etc.) to club members
- Take minutes and circulate to meeting attendees
- Create monthly newsletter for members on key information and achievements
- 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
- Compile and circulate season fixtures
- Liaise with committee to ensure key events are organised and advertised ahead of time (Christmas Handicap, London Ballot, AGM, Awards Evening)
- Delegating tasks to club members
- Note awards winners (team and individual) for; Multi Terrain, Cross Country, Borders League, Relays and Wallasey AC Awards (Les Pullin, XC Champion, Road Champion, Mile Champion)
- Attending to affiliations alongside Treasurer for payments - England Athletics, Northern Athletics, Merseyside XC, Merseyside GP, Borders League
- Maintaining up to date records and reference files
- Ensuring insurance is up to date and relevant
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- 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
- Monitor and use the dedicated inbox for communication
Contact email secretary.wallaseyac@gmail.com