

Role Outline:	Secretary
Responsible to:	Club Committee

The secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club; you'll act as the linchpin between internal and external stakeholders.

Ideally, you'll need to be:

- A capable manager who can delegate effectively;
- Confident and good at communicating;
- Skilled at administration and meeting procedures;
- Well-organised and conscientious;
- IT literate (especially the use of word and excel).

What you will do:

- Act as the main communication link between the committee, sub-committees, club members, networks, other clubs and leagues;
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up;
- Manage legal and insurance matters;
- Provide the necessary details to Welsh Athletics regarding affiliation;
- Distribute the right paperwork to the right people in the club;
- Organise the annual general meeting, management committee and club meetings, preparing agendas and paperwork, and taking minutes;
- Communicate any important matters from Welsh Athletics, UK Athletics, leagues and other partner organisations.

How much time will it take?

This role in most cases will take about 3 to 4 hours per week, mainly evenings.

What you'll get out of it:

It's a highly respected post within the community as well as one of the most respected roles within the club. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well run club and success in competitions as well as the retention of athletes and coaches.