

Role Description: NJ 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.

Key responsibilities:

- Plan club meetings with the chairperson and agree an agenda with all club officers; agenda to be circulated to committee members no later than 24 hours before meeting.
- Circulate details of meetings (time, location, agenda etc.) to club members.
- Take minutes and circulate to meeting attendees.
- Follow-up with relevant parties on key actions arising from meetings where appropriate.
- Ensure meetings adhere to procedures of the club constitution.
- Being the first point of contact for club enquiries.
- Production of monthly club newsletter.
- Receive, send and log official correspondence on behalf of the club.
- Attending to affiliations – Suffolk Athletics, Suffolk XC Winter League.
- Setting up of club events on portal when appropriate.
- Ensuring club conform to England Athletics club standards and ensuring insurance is up to date and relevant.
- Maintaining up to date records and reference files.
- 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.

Key resources:

- Newmarket Joggers Members Portal - <https://newmarketjoggers.clubmembership.cloud>
 - Communication with members
 - Setting up of events
- Newmarket Joggers Website - <https://newmarketjoggers.co.uk>
- England Athletics Club Website / Members Portal - <https://www.englandathletics.org>
 - Guidance & templates
 - Club Standards
- Suffolk Athletics Website - <http://suffolkathletics.org.uk>
 - Key races and meeting information & contacts
 - Race Calendar
- London Marathon Website - <https://www.tcslondonmarathon.com>
 - Club Entry Place

Desirable Skills:

- Good organisational skills
- Confident in using IT such as email, internet and basic office packages
- Basic knowledge of England Athletics club system