



Wenlock Olympians A.C.

Club Secretary

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

Responsibilities:

- Being the first point of contact for club enquiries.
- Plan club meetings with the chairperson and agree an agenda with all club officers.
- Circulate details of meetings (time, location, agenda etc.) to club members.
- Take minutes, note declared conflicts of interest and circulate to meeting attendees and file.
- Communicate and 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)
- Receive, send and file correspondence on behalf of the Club.
- Attending to affiliations in conjunction with the membership secretary and treasurer.
- Downloading and filing up to date insurance information.
- Storing records and reference files.
- Arrange for suitable transfer of records to a new secretary at the end of tenure.
- Ensure the club applies for and receives its London Marathon club places entitlement when appropriate.
- Monitor the England Athletics Club portal.
- Liaise with web manager to update club website.