



Club Role Definition

CLUB ROLE TITLE	: Club Secretary
ROLE TYPE	: Volunteer
ANTICIPATED COMMITMENT	: As required, 1 Executive meeting/month + AGM Estimate 1 to 2 days Full Time Equivalent per month
ROLE LOCATION	: Not specific

Role Overview

As the Club Secretary you will also be formally be the Company Secretary for Stratford Upon Avon Athletics Club Ltd. and registered as a Director at Companies House, along with organisations the Club is affiliated with including England Athletics and British Triathlon. The Secretary role is to act in a capacity as a keeper of due process for the Club.

Role Benefits

You will have strategic input to the direction of the Club and involvement in all executive and director meetings.

Competencies/Experience Required for the Role

Experience of the following are useful (but not essential):

- Operating at a Director level in a limited company
- Ability to take concise accurate notes during meetings (minutes)
- A breadth of understanding of the SuAAC Club offering
- Excellent communicator
- Ability to delegate
- Well organised
- Passionate about developing the Club and Sport

Role Detailed Description

Role of Club Secretary

The Club Secretary role exists to ensure a 'helicopter view' can be taken when looking at the processes employed within the Club, ensuring that requirements relating to the various club affiliations are adhered to along with the requirements of operating a Limited business. This responsibility is not solely that of the Secretary, it is a shared responsibility between the members of the Club Executive and Club Directors. The role encompasses all aspects of the Club offerings across the various sections of the club, Running, Track and Field and Multisports).

Key Functions of the Role

- Attend and minute the regular meetings of the Executive and AGM/EGM.



- Produce agenda for Executive meetings for approval by the Chairperson
- Organise Executive meetings and AGM/EGM
- Act as a signatory on the Club bank account
- Responsible for ensuring the Club is run according to National Governing Body (NGB) standards and the Club Constitution.
- Act as keeper for Club Standards, ensuring they are up to date in line with NGB requirements.
- Manage the annual affiliations to which the Club is associated e.g. England Athletics
- Ensure Club insurances are up to date.
- Record any arising personal conflicts of interest inc. management thereof should they arise within the Executive of the Club.
- Organise London Marathon club allocations annually

Director Responsibilities

As a Director of the Club you will have the following responsibilities:

- Following the club's constitution and its articles of association.
- Setting the club's strategic direction and making decisions to enhance the experience of club members.
- Governance to maintain and strengthen SuAAC's performance across all aspects of the club's activities and adherence to SuAAC policies and procedure including the Safeguarding and well-being of all members
- Developing and monitoring plans of action designed to achieve SuAAC's short/medium/long term goals/objectives and policies
- Financial planning and management of SuAAC finances
- How the club should be run to achieve the desired goals/objectives.
- Recruitment to support the club's activities in designated sub groups.
- Representing the club to external parties

For clarity the role is not to personally deliver all of these, but to work with the Directors to see these responsibilities are delivered by the Executive.

Objectives

The Club is committed to:

- Providing a good, welcoming and fun social environment for all members.
- Ensuring every member's contribution, irrespective of ability, will be valued.
- Providing every member with the opportunity to participate in all forms of Athletics & Triathlon activity to enable them to reach their potential.
- Giving basic coaching for all irrespective of background, gender or ability in all the Athletics & Triathlon disciplines where equipment, environment and safety allow.



- Providing the opportunity for more gifted athletes to be coached and to compete all the way to international level.
- Encourage all members to attain a general level of fitness.
- Meeting established standards of achievement and to help achieve success for the individual athlete by monitoring Personal Best performances in training and in competitions.

Direct Reports

In the event that individual sections of the club have their own secretary, the responsibility associated with the affiliation and operational oversight to meet the requirements of the affiliation is passed to that sectional secretary e.g. triathlon secretary.