Rochdale Harriers & A.C.

Role Description: Secretary

Any capitalised terms used in this document which are defined in the Club's constitution shall have the same meaning as in the Club's constitution.

The primary role of the secretary is to provide administrative support to the Committee and perform the Secretary duties defined in the Club's constitution. Much of the hands-on administrative effort may be delegated by the Secretary to other Members, but responsibility for ensuring the overall, well-run club administration lies with the Secretary.

Responsbilities of the Secretary:

- Plan EGMs and AGMs with the Chair and agree an agenda with Committee members.
- Before each EGM and AGM, ask members if they have any issues they wish to raise and invite them to attend, providing the date, time and location of the next meeting.
- Take minutes at EGMs and AGMs (including actions) and circulate the minutes to those who attended the meeting promptly so that everyone with actions knows what actions they have and there is sufficient time before the next meeting to begin/complete those actions.
- Ensure EGMs and AGMs comply with the requirements of the Club's constitution (e.g. quorums and election procedures).
- Be the first point of contact for administrative enquiries (not including enquiries from new potential members).
- Governance, including ensuring that the Club meets the full set of Club Standards defined by England Athletics and upload the Club's relevant policies and procedures to the England Athletics website as evidence of compliance (see Introduction to Club Standards - England Athletics Club Hub).
- Receive, send and log correspondence on behalf of the Club.

- Delegating tasks to Members as appropriate.
- Attending to Club affiliations with EA.
- Ensuring the Club's insurance is up to date and appropriate.
- Maintaining up-to-date records of EGMs, AGMs and reference files.
- Standing in for the Welfare Officer in any disciplinary or grievance proceedings against the Welfare Officer (see the Disciplinary and Appeals procedures).
- Taking responsibility for any personal conflicts of interest and declaring, recording and managing these appropriately.
- Leading the Club's Disciplinary and Appeals Procedure and associated correspondence, providing assistance to the Welfare Officer on where necessary.
- Ensure that the Club applies for and receives its London Marathon place(s) entitlement.
- Arranging handover or succession planning for the position of Secretary.

This role description was approved by the Committee on 12th February 2024.

Signature of the Chair ……

Mr Nick Barton