

Tri-Anglia Role Description



Role: Secretary

Doc History: Created 16 March 2018 version 0.01

Responsible to:

- Trustees
- Fellow committee officers
- Club members

Purpose:

- Arrange club meetings, club AGM, take minutes and be responsible for administrative tasks.

Commitment:

- Meeting attendance and ad hoc admin tasks as required by the club.

Role Responsibilities

- Liaise with the Trustees and other committee to plan meetings.
- Ensure meetings are effectively organised and minuted.
- Circulate agenda and reports.
- Contribute to committee discussions and decisions.
- Circulate minutes and make sure actions are carried out.
- Keep up to date contact details of committee members and club officers.
- Keep a diary of future meetings and events.
- Ensure the AGM is carried out in the appropriate way.
- Respond to committee correspondence.
- Contributes relevant appropriate content to club website.
- Administer @tri-anglia.co.uk email forwarders.
- Administer website accesses.
- Acts as the Club's primary contact with Triathlon England.
- Ensures governance to British Triathlon Trimark Club accreditation.
- Renews Club affiliation with British Triathlon, UKA, CTT etc in conjunction with the Treasurer

Skills and Qualities

- Organised
- Methodical
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discrete
- Is a member of Tri-Anglia and complies with the club's Code of Conduct
- Is a Triathlon England member.

Recognition

- Following years club membership.

Role Appointment Acceptance – Secretary

Appointed Secretary

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____