

STOWMARKET STRIDERS RUNNING CLUB

VOLUNTEER JOB DESCRIPTION

(approved by Club Committee: 19th May 2025)



Club Secretary

Purpose and tasks:

1. To record all meeting minutes and circulate to committee and members (who wish to have them).
2. Maintain club records to include past minutes indefinitely, original legal documents (constitution, leases, agreements etc) indefinitely; maintain correspondence, email and electronic records in line with club's data protection policy.
3. The main provider of administrative support to the club chair and committee.
4. Effect club affiliation to governing body annually, ensuring all fees are paid in liaison with club treasurer. Ensure insurances are up to date and relevant.
5. Arrange AGM and all administration in relation to same; ensure quorum and procedures are adhered to in partnership with club chair.
6. Book meeting rooms for all club meetings, sub-committees etc.
7. Apply for the club's London Marathon place(s) and arrange ballot, if necessary, at annual awards night.
8. Manage club complaints committee communications and administration when complaint's process is convened.
9. Act as DBS verifier for club coaches.
10. Ensure EA portal is kept up to date for club operating standards, coaches, committee members etc.
11. Authorise online bank payments set up by the Treasurer.
12. Arranging handover and/or succession planning for the role.

Responsible to:

The Chair.

Competencies:

Good organisational skills with an ability to communicate well.

Support / training:

Able to produce electronic documentation in word, PDF etc.

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name

Signed

Dated

For Calendar Year