

# Stowmarket Striders Running Club

## Volunteer Job Description



### Club Secretary

#### Purpose and tasks:

To record all meeting minutes and maintain the club records.

#### Tasks include:

- Take, distribute and retain minutes of all club meetings to include the Annual General Meeting and committee meetings, and make available to members on request.
- Retain all club records (*including the club constitution/rules*)
- Receive and maintain the club membership details, including the collection of the annual membership fee.
- Production and distribution of club membership cards.
- Production and distribution of club 'new membership' packs.
- Ensure all club affiliation and insurance fees are paid.
- Receive and report on all relevant club postal mail, notably from Athletic authorities.
- Arrange the Annual General Meetings.

#### Responsible to:

The Chairman.

#### Competences/Experience required:

Good organisational skills with an ability to communicate well.

#### Qualifications required:

None.

#### Commitment required:

Approximately 3 hours a week.

#### Support/Training required:

Training in the use of MS Office products as required. Use of club computer for duties is available if required.

*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 .....