



Role Description: Club Secretary

Role purpose

The Club Secretary is responsible for supporting the effective administration and governance of Hinckley Running Club. Working closely with the Chairperson and other committee members, the Secretary helps ensure the club is well organised, meetings are properly managed, important records are maintained and agreed actions are followed through.

Individual administrative tasks may be delegated to other club officers or volunteers; however, the Secretary retains overall responsibility for ensuring the club's administration is managed effectively.

Skills required

- Confident and effective communicator, both verbally and in writing.
- Organised, reliable and able to manage deadlines.
- Able to produce clear and accurate meeting agendas, minutes and correspondence.
- Comfortable using email, shared documents, calendars and the club's other administrative systems.
- Able to maintain accurate, well-organised and confidential records.

Key responsibilities

- Plan committee meetings and general meetings with the Chairperson.
- Consult with club officers and prepare and circulate meeting agendas.
- Notify attendees of meeting dates, times, locations and any supporting information.
- Attend meetings, take accurate minutes and circulate them promptly.
- Maintain a record of decisions and actions agreed at meetings.
- Follow up with the relevant individuals to ensure agreed actions are progressed.
- Check that meetings, decisions and elections are valid under the club's rules.
- Act as the first point of contact for general club enquiries, directing them to the appropriate officer where necessary.
- Receive, send and maintain a record of official correspondence on behalf of the club.
- Coordinate and delegate appropriate administrative tasks to committee members and other club volunteers.
- Manage the club's affiliations and ensure they are renewed when required.
- Ensure the club has appropriate and up-to-date insurance cover.
- Maintain accurate club records, policies, correspondence and reference documents.

- Support the committee in keeping club policies and governance documents up to date.
- Manage correspondence relating to formal grievances and disciplinary matters, ensuring these are handled confidentially and in line with the club's agreed procedures.
- Declare and appropriately manage any personal conflicts of interest, ensuring these are formally recorded.
- Ensure the club applies for and receives its entitlement to London Marathon club places.
- Maintain clear records and arrange an effective handover and succession plan for the role.