

Darwen Dashers RC - Role Description - Club Secretary

The secretary is the nerve centre of the club, with a close involvement in the general running of the club.

The Club Secretary acts as the principal administrator for the Club and is responsible for carrying out the administrative duties that enable the Club Membership to function effectively.

The role will involve the following responsibilities:

- **To provide a link between the Club Membership, Committee, Governing bodies (EA and UKA).**
- **The point of contact for enquiries and to deal with correspondence both received and sent.**
- **Apply for and process Club entries to the London Marathon.**
- **To organise the Club's Committee meetings, Annual General Meeting (AGM) and Extraordinary General Meeting (EGM).**
- **To give note of, organise and attend Committee meetings, together with an appropriate Agenda. Take and distribute minutes. Ensure that action points from the meeting have been carried out.**
- **Collect and maintain accurate Club records for membership forms. Facilitate payment of affiliation fees to UKA.**
- **Process all completed forms as confidential to enable the Club to fulfil its obligation to comply with data protection legislation.**
- **Assist with change of claim, both from and to Clubs.**
- **Work with the Treasurer to set up the Club bank account and be a second signatory to authorise electronic payments debited from the account.**
- **Deal with resignations and letters of complaint along with the Chairperson to ensure a quick and efficient response.**