



Club Secretary

NAME OF CLUB: Hungerford Hares
ROLE: Club Secretary
RESPONSIBLE TO: Club Committee

Typical Responsibilities:

- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members
- Dealing with all correspondence
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

- Ensure England Athletics affiliation is maintained

C2 General