



**TRIATHLON
ENGLAND**

Crowborough Tri Club Secretary

Role Description

January 2023

Title: Club Secretary

Responsible to: Club Chair

Position Overview

The role of the Secretary is a pivotal role in supporting the Club Chair in ensuring the smooth functioning of the club's Management Committee. The Club Secretary should be the main points of contact for people within and outside of the club on just about every aspect of the club's activities. The club secretary is also responsible for coordinating, announcing and minuting club meetings such as the club AGM.

Commitment

The role is high profile and requires a high level of commitment as the Secretary is often the first point of contact for those within and outside of the club. The post holder would be expected to attend all meetings and be responsible for all club correspondence.

Main Roles & Responsibilities

- Liaising with the Club Chair to plan club meetings and agree agenda with all committee members.
- Ensuring meetings are effectively organised, minutes are recorded and circulated.
- Maintaining effective records and administration.
- Initiating and responding to all club correspondence, dealing with queries, official NGB correspondence etc.
- Work with Club Media Officer to ensure wider public awareness
- Compile report on club activities for the AGM
- Keep an accurate record of contact details of members, officers and other stakeholders/partners
- Maintain appropriate records of membership (if there is no membership secretary) and communication and club documents such as constitution
- Assist the Chairman in strategic planning of ongoing club development

Relevant Skills and/or Aptitudes

- Excellent IT Skills
- Verbal and written communication skills.
- Teamwork and interpersonal skills.
- Attention to detail and a highly-organised approach to work.
- Time management skills with the ability to prioritise work and to work well under pressure.
- Analytical and problem-solving skills
- Tactful and discreet

Knowledge and Experience

Essential

- Knowledge of club structure and British Triathlon guidelines and procedures.
- Experience of organising, planning and running efficient meetings.
- Sound knowledge of Microsoft office and associated software.
- Thorough understanding of GDPR.

Desirable

- Understanding of safeguarding, Diversity and Mental Health.

Personal Attributes

Essential


- Be methodical, with a good eye for detail.
- Be well organised, with an orderly mind.
- Bring objectivity to proceedings.
- Deal promptly with correspondence
- Have the ability to take accurate notes of meetings.
- Make sure that members receive all necessary correspondence and materials.
- Work well with the Club Chair and other committee members
- Have knowledge and experience of running meetings.
- Presentation and public speaking

Support from British Triathlon

- Support from local [Regional Committee](#).
- Direct Access to, and support, through the local [Regional Manager](#).
- Access to [Club Resources](#).

What will you gain from the experience?

This is a pivotal and highly rewarding role. The post holder will have the opportunity to develop their skill set in conducting meetings, dealing with correspondence and being the focal point for all club members. As well as the ability to support the Club Chair, there is the opportunity to influence club proceedings and ensure the club committee is successful in running the club.

NAME	HEATHER STEVENS		
SIGNED		DATE	02/03/23