

Role Description:

Club Secretary



NAME OF CLUB: Bere Alston Trekkers

RESPONSIBLE TO: Club Committee

The primary role of the club secretary is to provide administrative support to the role of chairperson. Much of the hands-on administrative effort may be delegated to other club officers and volunteers, but responsibility for ensuring the overall, well-run club administration lies with the Secretary.

Typical Responsibilities:

- Plan club meetings with the chairperson and agree an agenda with all club officers
- To organise the Club's annual general meeting (AGM)
- Circulate details of meetings (time, location, agenda etc.) to club members
- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- Being the first point of contact for club enquiries
- Receive, send and log correspondence on behalf of the Club
- Delegating tasks to club members
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Manage club grievance and disciplinary correspondence.
- Ensure the club applies for and receives its London Marathon club places entitlement
- Encourage and support running amongst members
- Positively promote BAT's within and outside the club in order to retain and recruit new members
- Attend committee meetings contributing positively and constructively

DBS Verifier

The Club Secretary and Membership Secretary are the two EA nominated DBS verifier

Key responsibilities:

- To send DBS online form to those who meet the DBS criteria for a disclosure and the verifier documentation
- To check carefully that the form has been completed correctly with the required information entered in all the mandatory fields in the correct format. If there are mistakes or omissions, to then ensure that these are corrected with the full consent and knowledge of the applicant.
- To verify the details entered on the form and sign the verifier form
- To keep up-to-date with changes implemented by the DBS / government that will impact on the DBS eligibility and verification and to seek guidance from the safeguarding department when necessary
- To ensure that all confidential information is carefully handled throughout the process, disclosing information to UK Athletics only where appropriate or necessary.