

Position      Club Secretary

Review Date:    19<sup>th</sup> October 2016

### Roles and Responsibilities Summary

Contact name and address for all external mail

Preparing Agenda with the Chair for club meetings

Keeping notes at committee meetings and distribution of minutes

Preparing and presenting Secretaries report at the AGM

Representing the club at the Booth Decorators League Meetings – twice a year.

Preparation of Risk Assessments

Applications for Race Permits.

Post-race events reports for ARC

Preparing application form for England Athletics

Application and subsequent allocation of London Marathon places

Booking venue for Shipley Park Double or Quits race

Booking St Johns Ambulance for Double or Quits

Holder of race day equipment - tent, flag, signage tape etc

Management of club kit stock - ordering

Monitoring and distribution of club emails.