



Secretary Role Outline

Responsible to

Committee

Role purpose

The Secretary is the club's main point of contact and plays a key role in keeping everything organised and running smoothly. They manage communications, coordinate meetings, maintain records, and ensure the club stays on top of its administrative responsibilities.

Responsibilities

- Be the first point of contact for club enquiries
- Organise and attend key meetings (including the Annual General Meeting)
- Write agendas and take and distribute minutes
- Delegate tasks to club members as needed
- Manage all incoming and outgoing correspondence
- Maintain accurate records and reference files
- Lead on compliance with England Athletics Club Standards
- Plan for succession and handover of the role
- Declare and manage any conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Strong organisational and time management skills
- Clear and confident written and verbal communication
- Attention to detail and ability to manage multiple tasks
- Familiarity with basic digital tools (e.g. email, word processing, shared drives)
- Experience with meeting coordination or minute-taking

Essential resources

- [England Athletics Club Hub - Secretary](#)

- [England Athletics Club Standards](#)
- [Guidance and support | Sport England](#)
- [MyAthletics Portal](#)
- [Club Constitution](#)

Key contacts

- [England Athletics Club Support Manager](#)