



HARDLEY RUNNERS Job Description - Secretary

Post currently held by

Ray Noke

What the job is

- Attend club quarterly committee meetings & AGM
- Point contact for EA & HAA communications
- Approve membership resignations/transfers
- Liaison with Treasurer on affiliation fees
- Signatory for Hardley cheques
- Attend quarterly Hants Road Race League (HRRL) meetings with road race captain & promote club & our own races in fixture list
- Point contact for ARC communications
- Receiver of Cross Country entry forms for National & County Champs
- Admin for London Marathon club entries
- Attend RR10 AGM in January
- Co-organise our RR10 event with RR10 Captain
- Maintain log for race clock hire
- Holder of garage key for our race equipment
- Promote participation in Test Way Relay
- Advise and support to fellow club members

Requirement to have access to web and e-mail address

NOTE This list does not include minute taking which is currently done by the President, Linda Noke.