HARDLEY RUNNERS

Job Description – Secretary

Post currently held by

Charmaine Bradford (2024/25)

Roles

1) Quarterly committee meetings
   - Agree agenda with Chair / Club Officials
   - Circulate details of meeting with all club members (time, location agenda)
   - Take minutes and circulate to committee post meeting
   - Inform webmaster when minutes are available for website (detailed finance info is not published on web this is made available to committee in google drive and available to members on request)
   - Follow up with relevant parties on any actions arising in meetings & maintain master actions spreadsheet in google drive
   - Ensure meetings adhere to procedures of the club constitution (e.g. quorums, election procedures, count votes etc.)
   - Advise of key dates from club 'Typical Annual Calendar' (available in google drive)

2) AGM (Feb)
   - Same as item 1 – Quarterly committee meetings

3) Club Affiliations
   - England Athletics (Pay in March for 1st April)
   - Triathlon England (Pay in December for 1st Jan)

4) England Athletics Mandated Club Standards (April)
   - Introduction to Club Standards - England Athletics Club Hub
   - This list is a requirement of the clubs EA affiliation which needs re-affirming every April in the club portal (item 5) in order to renew affiliation membership.
   - Keep the following up to date and in line with latest EA guidance
     1. Constitution
     2. Committee
     3. Grievance & Disciplinary Policy
     4. General Data Protection Regulation
     5. Inclusion & Diversity
     6. Safeguarding
     7. Health & Safety (Risk Assessment provided by coaching team)

5) Maintain England Athletics Portal Club Profile

- Log in - Athletics Portal
- Log in, under Select Club, select Hardley Runners Club Secretary to open Club Profile pages
    - Maintain list of volunteers
    - Review Club Standards Score and latest requirements
    - Sign secretary code of conduct
    - Keep up to date will all Secretary processes advised by EA Home - England Athletics Club Hub (Click on Secretary Role)

6) London Marathon Club place

- Register for place (in response to email, October ish) or check British Athletics club entry - TCS London Marathon
- Arrange allocation of Marathon Club Entry place to Hardley club member (currently draw at Solent Half Marathon in October in anticipation of 1 place being given)
- Allocate in portal to winning Hardley Runners member during signup window (December ish)

7) Manage Club Discounts

- Sportshoes.com discount email forward to all club members monthly

8) DBS verification (now done by DBS Verifier / Welfare Officers)

- New applications
- Renewals every 3 years
- Maintain spreadsheet

Contact me if you have any questions or need any help

Updated January 2025