

Skipton Cycling Club – role of ‘Secretary’

The primary role of the Secretary is to provide administrative support to the Chair and to ensure that the Constitution and Club policies are up to date and available to members. Much of the hands-on administration effort may be delegated to other members of the Committee or to member volunteers, but responsibility for ensuring the overall, well-run Club administration lies with the Secretary.

The Secretary is voted in by members at a General Meeting in accordance with the Club Constitution. The role of Secretary is not a co-opted Committee role.

The Secretary has the following specific responsibilities, to be exercised in accordance with the Club Constitution:

- Take the lead on drafting and updating Club Policies that aren't assigned elsewhere. This role can be delegated with the agreement of the Committee.
- Ensure all Club policies are available to all members and the list of Club policies is updated at the AGM.
- Maintain a list of all Club property and endeavour to ensure that it is updated at least once per financial year.
- Act as the main contact with the Affiliate Bodies and manage the renewal of affiliations, including the payment of fees from the Club's bank account.
- Ensure that the Club's insurance is maintained.
- As an account signatory to the Club bank account, authorise transactions on behalf of the Club and ensure financial due diligence is maintained.
- Convene Committee meetings (usually one per month, but no fewer than 6 per year) and to agree an agenda with the Chair.
- Take minutes of Committee meetings, agree in draft form with the Committee members in attendance and to circulate the agreed minutes to all members.
- Call General Meetings (AGMs and EGMs), invite all members to attend, request items for the agenda and circulate the agenda to all members once agreed.
- Take minutes of General Meetings, circulate them in draft form for agreement by the Committee members present and email them to all members once agreed.
- Receive and manage nominations for Committee roles in advance of a vote at a General Meeting.
- Together with the Chair, Treasurer and Welfare Officer, vote in the co-opted Committee Members.
- Receive and manage resignations of Committee Members.
- Support the Chair in the review and enforcement of the Code of Conduct.
- Receive complaints and (with the Chair or Welfare Officer) ensure that they are dealt with by the Committee in accordance with the relevant Club policy.
- Together with the Chair, lead on reviewing personal conflicts of interest that may exist and declaring, recording and managing these appropriately.
- Ensure all meetings adhere to procedures of the Constitution, including quorate.
- Be the first point of contact for Club enquiries (except to the extent this falls within another Committee member or Sub-Committee role).
- Delegate tasks to Club members, with the express or implied agreement of the Chair.