



General Secretary Job Description

Overall

The General Secretary is responsible for the smooth running and administration of Alton CC. The secretary is responsible to the Chairman. The secretary must:

- Participate in the collective responsibility of the Committee to promote and safeguard the best interests of Alton CC and its membership
- Have a knowledge and understanding of roles and responsibilities of other Alton CC committee members
- Attend and contribute to committee meetings and the club's AGM

The secretary is the central point of club administration. It is a high profile role that has a major impact on the efficient and effective management of the club. The secretary has to have a full understanding of, and be able to apply:

- Alton CC's constitution, rules, policies and procedures
- Policies and procedures of organisations Alton CC is affiliated with, i.e. British Cycling and CTT
- Applicable legislation including that relating to child protection and safeguarding, diversity and data protection

Responsibilities

Many activities are in response to external demands or events although some, such as committee meetings and the AGM, occur on regular schedule.

The secretary's responsibilities include:

- Dealing with day to day running and administration of Alton CC
- Organising committee meetings and the AGM, preparing agendas, taking minutes, and distributing and communicating these
- Maintaining and holding the club constitution and all other documents defining policy, processes and procedures
- Acting as the main point of contact for Alton CC and dealing initially with all correspondence and communications
- Maintaining primary copies and backups of all records and information in relation to club activities, membership, queries, administration and communications including affiliations and mailings
- Managing the club membership by maintaining up to date information, processing new membership applications and ensuring that personal data is handled in accordance with legislation
- Processing and delivering appropriate correspondence and information to the membership

- Acting as the link between members, potential members and external organisations.
- Ensuring compliance with legislation, especially for safeguarding and data protection

Personal attributes

The secretary needs to be well organised and efficient, experienced in computer and administration skills, able to maintain confidentiality, a good communicator, have both verbal and written skills and to have good listening skills.

Time Commitment

On average secretary's role requires less than one hour per week.