



# 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.