



Role description – Club Secretary

In its earlier days, the Club had only one Secretary, the "Honorary Secretary" (honorary in this context meaning unpaid!), whose tasks included keeping the minutes of meetings, organising meets and tours, maintaining the membership list, dealing with membership applications, sending circulars to the membership, editing the Yearbook and dealing with general correspondence! Over the years, as the club size and activity has grown, these tasks have been distributed to a variety of other officers.

The main roles of the secretary are now to:

- Ensure that the club and the committee run smoothly, particularly in relation to committee meetings and the AGM (see more detailed information below).
- Improve how we work as a committee, including use of file sharing, emails, online meetings and minuting.
- Work with the President and other officers in support of the strategic direction and priorities of the club. We have a new club strategy, so the focus now is more on delivering agreed priorities.
- Look after several “administrative” pages on the website.
- Handle any general enquiries that are made to the club or by members.

In recent years, the load associated with organising face-to-face committee meetings and the pre-season get together/AGM weekend has been significant. To reduce this load, action will be taken at committee level to identify one or more committee members to take the lead on organising these two face-to-face events each year.

The role requires diligence in setting up meetings, sorting out agendas and minutes, etc as well as an interest in supporting and delivering the key priorities of the club.

Juliet Benton
October 2026

Annex. Detailed information about the role

Committee Meetings

There are approx. 4 committee meetings each year, with two online and two face-to-face (early summer and one in the late autumn in conjunction with the AGM). Additional meetings might be required, as necessary. For each meeting, the tasks include:

- Liaise with the President and compile the agenda for each meeting and circulate to officers and committee members (usually via the committee pages of the website).
- Collect reports and papers from officers as required and add to the website in advance of the meeting.
- Take minutes of the meeting, noting the conclusions of discussions, and actions required, and add these to the website for comment and correction where necessary.
- Once the minutes have been approved (usually at the next committee meeting) make them, and the associated officers' reports, available to the full membership via the website.
- For the summer committee meeting (usually in June), liaise with the meeting organiser on meeting rooms, accommodation and booking arrangements for the committee.
- For the autumn committee meeting (usually in November on the AGM weekend), liaise with the weekend organiser regarding meeting rooms, accommodation and booking arrangements.

Annual General Meetings

The AGM normally takes place in November each year, and for the past few years have been associated with a "pre-season get together" weekend meet. The primary purpose of the AGM is to elect officers and committee for the ensuing year, and to approve the previous year's accounts. All members are entitled to attend (in practice about 40 or 50 do so). The AGM normally occurs on a Saturday evening. The following tasks are involved:

- Liaise with the meeting organiser to agree a venue (rough location agreed by committee) and finalise meeting rooms, accommodation and booking arrangements.
- Liaise with the training activity organisers to agree space requirements.
- Liaise with the President and compile the agenda for each AGM, taking account of any issues (such as rule changes) that have been raised.
- Liaise with the newsletter editor to circulate the agenda to all members, via the newsletter.
- Take the minutes of the meeting, noting all resolutions passed, and add these to the website for comment and correction where necessary (the minutes are normally approved at the next AGM).
- Ensure that formal club accounts are posted to the website.

Improving how we work

Overall maintenance of the club's website is the responsibility of the IT officer. However, the Secretary should maintain the content of several "administrative" pages including:

- Keeping the list of officers and committee members up to date.
- Liaise with the IT officer to ensure that the details of the general committee email address are up-to-date.
- Posting AGM and committee agendas, minutes and papers on the appropriate webpages.

Improving how we work as a committee, including use of file sharing, file storage, emails, online meetings and minuting, is expected to become more important, so it would be expected that the Secretary plays a lead role in this. An aptitude for making good use of IT platforms would be useful.

General enquiries

The secretary email address is used for general enquiries via the website "contact us" page. Enquiry emails (including notices of deaths) are often also sent directly to the secretary. The secretary will either respond to these emails directly or forward to the relevant person.

Juliet Benton
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