

Club Secretary - RIOT

Job title: Club Secretary

Time Commitment: 4-5 hours per week

Requirements: Club Secretary is a big and varied role within the club. As part of the Core Committee, the role encompasses communication both within the committee, the Club and for external meetings as required. You will need to be an excellent communicator (verbal and written) with IT skills and administrative skills. A strong sense of confidentiality and organisational skills along with an ability to co-ordinate people and work in partnership both within and outside the club.

About us: Our concept is anchored in an idea, that running is an emotional journey that can not only be shared with others but actually benefit the whole community. RIOT brings athletes of all shapes and sizes together with a vision to run, train, laugh, cry, share and above all give back to the community in a way that creates a legacy for all involved.

About the role: As Club Secretary you will be responsible for the administration of the club. This includes both written and verbal communications both within and external to the club. You will have strong organisational skills matched by an ability to listen to all members and committee members alike. You will have good administrative skills alongside enthusiasm and a sense of humour.

Responsibilities (including but not limited to):

- Welcome new members to the Club and maintain regular contact with Club members by making yourself known
- Be a positive role model for all members of the club
- Work with the Chair (and Vice Chair) to produce and circulate agendas and minutes for all meetings, including the AGM.
- Work with the Treasurer to ensure the accounts are prepared and published for the AGM.
- Ensure that Standards are reviewed annually and uploaded to the website on an annual basis
- Support the Membership Officer in maintaining the EA records so that the list is current. Ensure that the Facebook/Strava group correctly reflects current membership.
- Support the Welfare Officers and Mental Health Group as required.
- Attend to ballot places for the London Marathon
- As part of the Communications group, ensure that any communication reflects the club in an appropriate manner.
- Represent the club at external meetings as required and liaise with local clubs to promote RIOT
- Additional adhoc responsibilities as agreed with Core Committee supporting RIOT challenges, marshal requests.

Candidate requirements:

- Excellent communicator (verbal and written)
- Confident with a high level of confidentiality
- Attention to detail when dealing with communications
- Approachable with the ability to motivate others and co-ordinate a team of people

