

Description of Secretary job role for Macclesfield Harriers

The secretary can expect to:

1. Take phone calls and direct caller to the member of the club that can help them.
2. Check the Macclesfield Harrier's secretary's e-mail address regularly and forward e-mails to the correct committee member(s).
3. Ask the committee members for any additions to the agenda a week before the meeting. Then to send out the agenda for forthcoming meeting to the committee members.
4. Take the minutes for the committee meetings and type them up. The minutes are then agreed by e-mail by all those present at the meeting. Once agreed they are put on the website, a copy placed in the clubhouse, and published in the Go! magazine.
5. Forward on mail.
6. Keep a copy of the minutes from committee meetings and the AGM in the 'secretary's file'. Other important documentation such as a list of club officers is also in the file along with a copy of the club constitution.