



Committee Role Description

Club Secretary

Being the first point of contact for all enquires.

Have a working knowledge of the Club Constitution.

Dealing with correspondence internally and externally.

Organising the Annual General Meeting (AGM.)

Organising and attending Committee and Members meetings.

Taking and distributing minutes. Maintaining accurate records.

Ensuring action points from meetings have been carried out.

Arrange London Marathon Club entry/entries.

Promote the club when and wherever possible.