

Club Secretary Responsibilities:

- Receive and respond to communication from Scottish Athletics, event organisers, club members and potential members.
- Complete club affiliation forms for Scottish Athletics and various athletics leagues.
- Complete funding / grant application forms.
- Share responsibility with other committee members for attending league AGMs and local athletics partnership meetings.
- Organise and attend all committee meetings (bi-monthly):
 - Notify other committee members of upcoming meetings.
 - Liaise with other committee members to set agenda for meetings.
 - Book location and arrange refreshments.
 - Record and distribute minutes from meetings.
 - Ensure action points from previous meeting are carried out.
- Organise the club's annual general meeting.