



Job Title: **Secretary**

Job Specification:

The Club Secretary reports to the Committee and is responsible for being the communication link between the committee, club members and external stakeholders. The role requires approx. 1-2 hours per month and becomes busier between October and January during the membership renewal period and prior to the AGM in November.

Item	Description
Key Responsibilities	<ul style="list-style-type: none"> ● Admin tasks related to the club (e.g. British Cycling affiliation, British Cycling membership). ● Day-to-day club correspondence & communications. ● Ensure members data is up to date and accurate on BC website, adhering to the General Data Protection Regulation. ● Act as the main communication link between the committee, members, and British Cycling. ● Monitor all club emails and respond where applicable including liaison between other committee members where required. ● Communicate meeting dates to members and ask for items for the agenda. ● Circulate key points from committee meetings via email to members. ● Provide the necessary details are sent to British Cycling for annual affiliation liaising with the Treasurer. ● Organise the annual general meeting, committee meetings, preparing agendas and paperwork, and taking minutes. ● Attend meetings and ensure all meeting actions are followed up by the committee. ● Communicate any important matters from British Cycling and other partner organisations to committee and members. ● Assist the social media manager in communication of membership news via email and SCS members Facebook page.

Responsibilities for all committee members	<ul style="list-style-type: none"> ● When on a club ride, take the role of a ride leader for the given group they are in. ● Encourage members to take an active part in running the club. ● Recruit new members for the committee when necessary. ● Make sure new members are made welcome and looked after. ● Represent the club at local, county, and national levels. ● Promote the club. ● Actively engage and offer any new idea in Committee meetings, for the interest of the club.
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	<ul style="list-style-type: none">• Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children

All committee members are to adhere to the General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).