



100 Marathon Club Committee Role Club Secretary

The Club Secretary is a full, voting member of the Committee also they are one of the three Officers of the Club and should attend Committee meetings alongside the following day-to-day responsibilities of the role:

- Plan and support the Club Chair with Committee meetings, agree, and share an agenda with the Committee members, ensure meetings adhere to the Club constitution, i.e. Quorum at the meetings, take minutes of meetings and circulate them to Committee members for approval and then circulate to the membership
- Manage the actions log for the Committee and AGM/EGM meetings as required, following up as necessary
- Organisation of the AGM/EGM which includes the Agenda and compiling reports. Email notice of AGM/EGM to members according to the constitution, take substantive minutes and circulate to members
- Keeping records and filing system of any decision making and voting of Committee members and Club members at relevant Committee meetings and AGM/EGM to ensure traceability of decisions made.
- Responding to all Club correspondence, including website enquiries and direct members' queries to the relevant members of the Committee where required to ensure these can be resolved by the responsible person in timely manner
- Communication with EA on any relevant matters
- Keeping up to date on GDPR including any queries as the role includes being Data Protection Officer
- Responsible for the London Marathon ballot, including emailing members and notification to London Marathon using the online console
- Working closely with Chair and Committee to actively promote the club