

Glasgow FrontRunners

Committee Role Profiles

CLUB SECRETARY



All Committee members should:

- Be responsible for the governance of the club
- Participate in the strategic development
- Welcome and support runners of all abilities, according to personal running ability
- Regularly attend Club runs, social events and races
- Adhere to club Policies and Procedures

The Club Secretary should:

- Service committee meetings (agenda, minutes, papers, etc)
- Service the AGM and any EGMs (agenda, minutes, papers, elections)
- Maintain the Club constitution
- Maintain the Club policies and procedures
- Maintain the Club membership and attendance records
- Act as official Club contact for external organizations (affiliations etc), and correspondence/enquiries
- Manage orders for and sales of Club merchandise with Treasurer