

- ROLE:** Phoenix Tri-MK Secretary
- RESPONSIBLE TO:** Phoenix Tri-MK Committee
- PURPOSE:** Arrange club meetings, club AGM, take minutes and be responsible for administrative tasks.
- COMMITMENT:** 8 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

1. Ensure meetings are effectively organised and minuted.
2. Liaise with the Chair to plan meetings.
3. Circulate agenda and reports.
4. Take minutes of meetings.
5. Circulate minutes and make sure actions are carried out.
6. Keep up to date contact details of committee and club members.
7. Keep a diary of future meetings and events.
8. Ensuring the AGM is carried out in the appropriate way.
9. Respond to all committee correspondence.
10. Respond to new member enquiries where appropriate.

Required Candidate Skills and Qualities

11. Organised
12. Methodical
13. Approachable and a good listener
14. Respect of confidentiality
15. Tactful and discrete

Phoenix Tri-MK Role Holder:	Crispin Watkins
British Triathlon Membership No:	E1083242
Start Date:	1.10.2017
Renewal Date:	30.9.2018