

## WEYBRIDGE ROWING CLUB

### SECRETARY

**Summary:** The Secretary is responsible for the organisation of meetings of the Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. Specific duties include:

**Accountable and Responsible for:-**

- Handle boat insurance and licensing and keep an inventory of the equipment
- Handle other insurance and ensure legal obligations are met.
- Act as the Club contact with the ARA and Thames Regional Rowing Council for administrative purposes, and liaise with our Divisional Representative
- Write to new members and liaise with the Treasurer /Membership Secretary to ensure the club membership records are kept up to date
- Deal with miscellaneous Club correspondence and publicise to club members as required
- Maintain WRC Rules, identify necessary changes and prepare modifications for presentation at AGM.
- Arrange and maintain Club Insurance (in liaison with Captain, Facilities Manager and Treasurer)
- Maintain Club Membership forms and associated documentation in line with ARA requirements.
- Attend WRC Committee Meetings (monthly), record and issue Minutes, highlighting actions.
- Issue Minutes to Committee and publish on Club Notice Board. Issue draft Agenda & circulate.
- Monitor, expedite and record actions from Minutes.
- Arrange, attend and take Minutes at Annual General Meeting
- Apply for Boat Licences and allocate in conjunction with Captain / Treasurer (December)
- Submit Membership Levy Returns to the ARA (in conjunction with Treasurer)
- Submit Racing Returns to the ARA (end October & December).
- Notify ARA of Club Welfare Officer & any change of Secretary.
- Equity Policy: ensure that statement / poster is clearly visible in boat/clubhouse.
- Act as Clubmark Coordinator and ensure file is compiled and subsequently maintained.
- Monitor Club Website (updated by C Turnbull & C Boon) to ensure kept up to date.
- Hold up-to-date copies of:
  - Club Constitution / Rules
  - Club Insurance Policy & Certificate
  - Club Accounts (issued by Treasurer)
  - Club Membership Details (master maintained by Membership Secretary)
  - Club ARA Membership Details
  - Child Protection Register List (master being held by Club Welfare Officer - for those with 'significant access' to Juniors)

The Secretary is an Honorary Officer of the Club (Rule 9)