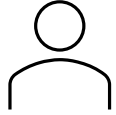


Secretary



The secretary is responsible for providing administrative support to the club, including organising meetings, club correspondence, and general administration. This role is essential to the running of a club.

Responsibilities and Duties

A Secretary can be responsible for correspondence and communication within the club, organising meetings, and taking minutes.

It is the role of the Secretary to manage Club correspondence and communication. This can include:

- Dealing with queries, and referring them to the correct club official.
- Compiling reports.
- Maintaining up-to-date records and reference files, including membership renewals for your club.
- Pass along information from Motorsport UK to your members, such as Club News.

One of the main responsibilities of a secretary is organising meetings. This can be:

- Taking minutes in meetings, and circulating them to club members afterwards.
- Giving notice of meeting dates, and making sure everyone has the relevant information needed such as the agenda or any previous meeting minutes.
- Making arrangements for the venue such as seating, use of their services, seating arrangements or any catering requested.
- Ensuring the meetings are conducted according to the rules lined out in the club's constitution, such as quorums and election procedures – for more information about this, head to the Club Meetings guide in the Club Toolkit > Club Management > Club Structure or [click here](#).
- Following up on any actions which have been highlighted in the meeting.

The Secretary should also have an in-depth knowledge of the club's constitution and rules.

As a participating member of motorsport, they should uphold the values of the [Race With Respect code](#).

Skills and Qualities

A Secretary should be/have:

- Organised and efficient
- Strong verbal and written communication skills
- Good eye for detail
- Approachable and friendly
- Flexibility to attend club meetings
- A team player

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org