



Tomnafinnoge Athletics Club

tomanfinnogeac@gmail.com
<https://www.tomanfinnogeac.com/>



If you wish to take on this role please email the club at tomanfinnogeac@gmail.com

Role	Club Secretary
Time commitment	
10 hrs per month that includes: <ul style="list-style-type: none">• 1 hr completing online registrations• Attending Tomnafinnoge AC online committee meetings once a month• Attending Athletics Wicklow Board online meetings once a month• Attending Tomnafinnoge AC annual general meetings (AGM) once a year	
Role Description	
The Secretary is the chief administrator in the Club. The duties of the role are many and varied and call for a high degree of dedication. The Secretary has more to do with the practical running of the Club than any other officer. He/she should be a good organiser, be methodical and above all, be reliable. The duties dovetail with those of the Chairperson and it is essential that both officers work as a team of which the Secretary will very often be the more active person.	
Responsibilities	
<ul style="list-style-type: none">• In conjunction with the Treasurer, ensuring that club membership registrations are completed• Administration of the Tomnafinnoge AC Athletics Ireland online registration system• Attend monthly Athletic Wicklow board meetings via Zoom• Notify committee members of upcoming club meetings.• Take minutes of meetings and circulate to committee members.• Maintain committee documentation• Updating the club website• Contribute to the maintenance and update of the Tomnafinnoge AC social media accounts• Produce regular newsletters / updates for club members	
Resources required	
<ul style="list-style-type: none">• Laptop computer (This is essential)• Mobile phone• Access to the internet• Email account	
Mentoring	
Full mentoring will be provided	