

Suffolk County Athletics Association

Honorary Secretary



Role Description

- Act as main point of contact for correspondence associated with SCAA
- Ensure any urgent correspondence is passed on to the relevant county association officer at the earliest opportunity. Take all other correspondence to SCAA meetings to be actioned appropriately.
- Ensure the SCAA meeting agenda is prepared and circulated prior to meetings.
- Liaise with minute's secretary to ensure that all county association meeting minutes are distributed to affiliated clubs.
- Record of attendance and minute approval to be signed off at SCAA meetings and records kept by the honorary secretary.
- Ensure contacts for lead representatives at each affiliated club and for committee's members/ officers are kept up to date and included on the County association website.
- Support county officers in preparing a report for the AGM
- Regularly attend SCAA meetings.