

# 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 onto the relevant County Association Officer at the earliest opportunity. Take all other correspondence to the SCAA meetings to be actioned appropriately.
- 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 Associations website.
- Support County Officers in preparing a report for the AGM.
- Regularly attend SCAA meetings.