

The Role of Secretary/Go-Ride Contact

The Secretary/Go-Ride Contact is the principal administrator for the club. This is a pivotal role in which the Secretary/Go-Ride Contact carries out, or delegates all of the administrative duties that enable the club and its members to function effectively.

Duties

- Being the first point of contact for all enquiries.
- Organising the Annual General Meeting and other meetings.
- Taking and distributing minutes of meetings.
- Keeping records.
- Liaising with members, post holders and external agencies.

Skills

- Confident and effective communicator.
- Great organisation/IT skills.
- Ability to delegate duties
- An understanding of the club's Development Plan.
- An understanding of the governance/standing orders.
- Ability and knowledge to act as spokesperson for your organisation.
- Ability to be unbiased and impartial.

Commitment to the Club

You will need to be a regular attendee at the club's committee meetings, which are held every quarter, where you will be responsible for taking minutes and updating other volunteers about administrative issues. The Secretary/Go-Ride Contact needs to be willing to have their contact details on the British Cycling website and the club's publications. This will enable prospective members to contact the Secretary/Go-Ride Contact to make enquiries.

Most tasks can be carried out from home on a computer (the Secretary/Go-Ride Contact will need their own IT equipment). It is expected to take a couple of hours each week performing tasks such as writing and sending minutes of meetings to members.

The Club's Commitment to You

By accepting the role of Secretary/Go-Ride Contact, the club will provide the opportunity to increase your skills and confidence in operating as a Secretary/Go-Ride Contact. There are opportunities for further training and resources available to support you.

Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact the Go-Ride team on development@britishcycling.org.uk for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

Supporting Resources

British Cycling, Sports Coach UK and Sport Scotland all provide supporting resources for volunteers. Resources such as DBS checks, volunteer training, posters, action plan templates, funding guides etc.
