

WSRA Secretary Role

Set dates for WSRA Meetings (4 meetings per year, may be able to set all dates in advance, in Jan/Feb)	4 times per year
Ensure Meeting room is booked (and catering if required)	As above
Remind all clubs of meeting date 28 days before and request agenda items	As above
Circulate agenda items to all clubs for discussion and feedback to Regional Reps	During that month
Create final agenda & distribute to clubs 7 days before meeting	4 times per year
Organise all supporting documents to be sent out with the Agenda	As above
Minute the meeting	As above
Distribute minutes to all clubs	As above
Ensure the minutes are placed on the website in pdf	As above
Complete all actions on the Secretary arising from the meeting	Prior to next Mtg
Follow up actions on other members / outcomes in preparation for the next meeting	As above
Notify clubs of Officers standing down, to make committee nominations for the next AGM	Following last meeting of the year
Management and Update of club distribution list (this is for WSRA Officer use only)	All year
Prepare all affiliation paperwork (amend dates, names of Officers, prices etc)	January
Send out request to all clubs for all affiliation paperwork, with all the relevant templates and guidance documents (membership spreadsheet, Affiliation form, Safety document checklist). Provide deadline for submission (new season starts 1 st April).	January
Deal with enquiries from external sources, and provide advice on joining existing clubs, or setting up new clubs	All year
Reply promptly and appropriately to club queries, or forward queries to the appropriate committee member	All year
Research information to provide answers to club queries	All year
Forwarding information/questions/requests for clubs to all other WSRA clubs	All year
Distribute WSRA information, e.g. racing calendar, race notices, important information	All year
Update and reissue of all WSRA information and controlled documents	All year
Maintenance of version control documents in drop box (e-filing system)	
Creation of new WSRA documents	As required
Ensure updated documents are circulated and replaced on the website	All year
Tracking the hire of the WSRA Celtic and the Yole, and noting requests for hire	All year
Send out reminders for race posters	Race season only
Send out requests for race results	Race season only
Request submission of race dates and race risk assessments	Oct/Nov
Notify Race Officer of all non-league events to be added to race calendar	Prior to AGM
Forward all info to webmaster for update on the web links	All year
Forward any Race Risk Assessments to the Safety Officer and save in drop box	Prior to AGM
Notify Race Officer of RA's received as pre-requisite to race dates going to AGM	As above
Circulate Race Calendar after agreement at the AGM	January
Set date for annual presentation dinner and book venue, entertainment and menu	July/Aug
Chase up return of League Trophies for the presentation	September
Dinner Dance payments and confirmation of numbers (or may be managed by another officer). Liaise with hotel on table plans etc	Sept/Oct/Nov
Club constitutions (same each year just need to ensure we have a copy)	Feb/March
Club Risk Assessments (same each year just need to ensure we have a copy)	Feb/March
Personal Qualities	
Must be a strong administrator	
Should minute meetings and provide advice in an unbiased manner without influence	
Needs to be methodical and organised	
Able to multi task	
Must remain calm and professional at all times, with all WSRA members and non-members	