



Portsmouth North End Cycling Club Terms of Reference

Post Title	Secretary	Incumbent	www.pnecc.co.uk	Year	www.pnecc.co.uk
Duties					
<ul style="list-style-type: none"> ● Club Trustee and focal point for club governance/ policies., records/ archives, general enquiries. ● Club administration/ record keeping, rule/ constitution/ policy update and privacy/ data compliance. ● Organise the Annual General Meeting and committee meetings. ● Lead the club development review and update. ● Liaising regularly with committee members, post holders and external agencies (inc point of contact to British Cycling Centrally and Regionally). ● Preparing meeting agendas, liaising with participants, distributing minutes of meetings. ● Liaising regularly with current/ potential members - queries/ onboarding/ renewals ● Management of the asset register, for physical and digital accounts, report to committee & AGM. 					
Skills					
<ul style="list-style-type: none"> ● Confident and effective communicator/ club representative with the ability to act a spokesperson ● Excellent organisation/ competent IT skills.Ability to delegate duties, organize and run sub committees. ● An understanding of the governance/standing orders.(Sport England Standards). ● An understanding of the Club's Development Planning processes (Club Matters) ● Approachable and able to onboard/ retain and communicate effectively with members/ public. ● Ability to be unbiased and impartial, focal point for conflict of interest resolution. 					
Commitment to the Club					
<p>You will need to prepare and attend the club's committee meetings, every 4-6 weeks and participate regularly in club activities/ events. Report to the committee covering the duties of the role. Manage the Clubs British Cycling Dashboard, delegate/ coordinate communication and support tasks, onboarding new members. Represent the club locally at leadership level as a community partner. Most tasks can be carried out from home on a computer. It is expected to take a couple of hours each week performing tasks such as communicating, attending club writing and sending minutes of meetings to members.</p>					

Prepared by PNECC Trustees : P Martin, vice chair - P MacLellan
 Authorised at PNECC Committee Meeting 28/09/2021

28/09/ 2021