



Harford County Running Club

Secretary

Position Description

Job Purpose

The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively.

Essential Functions

- Keep the minutes and records of the organization in appropriate books.
- Coordinate, schedule, and, in collaboration with the marketing director, communicate events of the Club to the membership.
- Officially record with RRCA the events of the Club.
- File any certificate required by any statute, federal or state.
- Be the official custodian of the records of this organization.
- May be one of the officers required to sign the checks and drafts of the organization.
- Present to the Membership at any meetings any communication addressed to him or her as Secretary of the organization.
- Submit to the Board of Directors any communications which shall be addressed to him or her as Secretary of the organization.

Additional Responsibilities and Notes

- Ensure that all Run Hosts have completed the run host guide. The run must meet all current standards for HCRC runs.
- All HCRC runs must be posted on the events page of the www.rrca.org website. A username will be assigned to you. This is essential for insurance coverage.
- All runs must also be posted on the www.runharford.com website
- Save all run host guides to the google drive account.
- Reach out to all board members for agenda items for all board meetings. This should be done 1 week prior to the board meeting.
- Prepare and distribute the agenda to all board members.
- Capture all meeting minutes and distribute to the board.