

Welsh Athletics Ltd
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WELSH ATHLETICS
ATHLETAU CYMRU

Secretary to General Council

Voluntary with all reasonable expenses reimbursed

Welsh Athletics is seeking a volunteer to be an active member of General Council and, in conjunction with the Chair, provide secretarial support and prepare minutes of Council meetings.

The General Council aims to provide guidance, support and alignment on all matters relating to the operational side of Athletics. The main functions of the Council are to receive, disseminate and cascade information to and from the various committees and Regional Councils that make up the Governance structure of Welsh Athletics.

The Council meets five times a year and also meets annually with the Board of Welsh Athletics. Meetings are currently held in Cardiff with some members joining remotely via video conference.

Duties of the Secretary role

- In conjunction with the Chair of General Council, agree the meeting dates, time and venues for the governance year
- In conjunction with the Chair of General Council, finalise the Agenda for each meeting
- Liaise with Welsh Athletics Office Manager to confirm bookings, including appropriate communication options for North Wales based Council members
- To produce minutes of each meeting, and once approved by the Council, forward to the Welsh Athletics Office Manager to be posted onto the Welsh Athletics website
- To be the main point of contact for correspondence or general queries for the General Council
- To be an active member of the General Council, contributing to discussions and to the decision-making process
- To support the ongoing development of Athletics in Wales

Welsh Athletics welcomes all enquiries and positively encourages volunteers regardless of sex, race, disability, age, gender identity, sexual orientation, religion, belief or non-belief.

Want to join our team?

If you would like to volunteer for this role, please contact Andrew Thomas, full details below:

Andrew Thomas, Welsh Athletics

andrew.thomas@welshathletics.org 029 20 649 844 / 07523 039 115

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