

**LISTEN  
ENGAGE  
REPRESENT**



**WELSH ATHLETICS**  
ATHLETAU CYMRU

## **Endurance Officials Committee – Secretary**

**Voluntary** with all reasonable expenses reimbursed

Welsh Athletics is seeking a volunteer to be an active member of the Endurance Officials Committee providing secretarial support and prepare minutes of committee meetings.

The Endurance Officials Committee is responsible for functions including promoting Officials education and development, appointing Officials for all Welsh Athletics championship events, and driving the strategy forward. As well as secretarial duties, the committee secretary will act as the intermediate body between Welsh Athletics and the committee. The Endurance Officials Committee will also be welcome to represent the Endurance Officials in other committees including the road running and cross country committee, and the mountain running and trail running committee.

### **Duties of the secretary role**

Arrange the committee meetings agreeing the dates, times and locations with the remainder of the committee

Finalise the agenda

Take and prepare minutes for each committee meeting (4-5 per annum)

To be an active member of the committee contributing to the discussion and actions

To be the main point of contact for the Endurance Official Committee members and Welsh Athletics

To support the ongoing development of athletics in Wales

### **Want to join our team?**

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

Tom Marley, National Events and Competition Manager

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