



WELSH ATHLETICS
ATHLETAU CYMRU

General Council Secretary

Role Profile – General Council Secretary

Key Information

Job title – General Council Secretary

Salary – This is a volunteer role, but all reasonable expenses will be paid

Key interface with – Chair of General Council, General Council members, Welsh Athletics staff, Board of Welsh Athletics

Purpose

The General Council aims to provide guidance, support and alignment on all matters relating to the operational side of Athletics. The Council meets five times a year and also meets annually with the Board of Welsh Athletics. The main functions of the Council is to receive, disseminate and cascade information to and from the various committees and Regional Councils that make up the Governance structure of Welsh Athletics.

Key duties

- 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



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- 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