

**Basingstoke and Mid-Hants Athletic Club  
Committee Posts  
Role Profile**

**Committee role – Ladies Secretary**

**Purpose of role:**

Oversee the womens section of the club, representing the interests of senior women in the actions and decisions of the committee including opportunities and provision to train and compete.

**Key tasks and responsibilities:**

- Attend committee meetings and the AGM
- Consult with female members to enhance the quality of representation and provide a link between female members and the committee
- Advise the committee on matters affecting the retention and performance opportunities of lady members
- In partnership with the Mens Section Secretary, oversee the Cross Country and Track & Field Fixtures where there is combined participation
- Oversee fixtures of any women specific events
- Provide a link between team managers and the committee
- Follow up enquiries from prospective female members
- Attend meetings on behalf of the club as and when necessary

**Estimated Commitment:**

5 hours a month (2 hours at Committee meeting, 1 hour a month circulating at the track and talking to members, 1 hour a month administration - new member enquiries etc., 1 hour of general committee business).

It may be appropriate to attend 1 or 2 meetings per year on behalf of the club.

Nov 2016