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**Regional Secretary**

# Role

To ensure the smooth running of Regional Committee administrative requirements.

## Skills

* Administration skills desirable
* Good working knowledge of Microsoft Word and minute taking desirable
* Good verbal and written skills
* Well organised and efficient
* Sound knowledge of the region

## Main Duties

* Deal with the day to day running of the region including all correspondence.
* To process and deliver appropriate forms and information to Triathlon England.
* Call committee meetings and AGM, prepare agenda, take minutes and disseminate as required.
* Book venues for Committee Meetings and AGM.
* Complete general administrative tasks as required.

## Commitment

Ongoing requirement to attend meetings and deal with admin.

Likely time commitment:

4 face to face meetings a year including the AGM