



THE CLIMBERS' CLUB

HONORARY MEETS SECRETARY

The role of the Meets Secretary is to develop, in conjunction with Club Members and the Committee, a varied Meets List which encourages a wide cross section of the club to actively participate in Club Meets.

They will:

- work with the membership to prepare a varied and interesting Annual Meets Programme and present it to the Committee at its pre AGM meeting for approval.
- ensure the publication and distribution of the Meets List, in the agreed format, with the AGM Papers
- work with Meet Coordinators, Website Manager, Newsletter Editor and eletter Editor to ensure the maximum publicity for Meets throughout the year.
- liaise with the Treasurer and the Main Committee to agree an appropriate budget and associated monitoring procedures to support the Meets Programme
- encourage Meet Coordinators to enhance their Meets (e.g. by organising a communal meal) and agree a budget for this purpose; monitor the use of the budget and report on an annual basis
- encourage Meet Coordinators to obtain feedback on the success of their Meets and include this feedback within a mini report (with photographs if possible) for inclusion in the newsletter
- liaise with kindred clubs to encourage joint meets and the use of their hut(s) for club meets
- liaise with Meet Coordinators to book huts (ours or those of other clubs) or other accommodation for meets
- review the range and number of Meets on offer and develop the subsequent programme to reflect the changing nature of climbers' wishes
- prepare a report for inclusion in the Club Annual Report; this should outline the types of meet offered, the level of participation and any issues or observations arising from the meets

Hand over

Every Officer and Official of the Club will develop a "hand over pack" to pass on to their successor. The purpose of the pack is to help their successor settle into their new role as smoothly as possible.

Limits of authority

- **Financial:** within the agreed annual budget
- **Policy:** none necessary
- **Public relations:** in conjunction with a senior officer of the club

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