



CAMBRIDGE CYCLING CLUB

For Recreational And Racing Cyclists



ROLE DEFINITION

Job Role

Honorary General Secretary

Principal Objective

The General Secretary is the face of the Club to the outside world, therefore it is important to give the right impression when responding to, and communicating with, third parties.

Duties and responsibilities

- Call the Annual General Meeting and distribute the agenda giving at least one month's notice.
- Support the other Club secretaries as appropriate

Attributes

- Enthusiasm