**CTT LONDON WEST DISTRICT - GUIDANCE FOR DISTRICT OFFICIALS**

**DISTRICT SECRETARY**

**Role Purpose**

Maintain District records and be key administrator for all London West District activities, particularly London West District committee meetings and General meetings.

**Key responsibilities of the role**

1. Maintain all of the records of the District, with particular emphasis on the general administration and organisation of the District committee. Maintain records of Clubs affiliated to the District, their affiliation applications and contact details.
2. Arrange London West District Committee meetings, AGMs, SGMs and other meetings deemed necessary and keep minutes thereof
3. Work with the assistant secretaries (currently “events”, “courses south”, “courses north” and “risk assessments & traffic counts”).
4. Be aware of the outline of District Secretary’s duties as listed in the CTT articles of Association (item 29.1)
5. A fuller list of the expected duties of the District Secretary is contained below in Appendix “A”

**Person specification (essential)**

1. Have an organisational ability to enable proper keeping of records.
2. Have hardware and software facilities to enable participation in online meetings, often carried out via “Zoom”.
3. Be able to communicate responsibly with riders, Clubs, the CTT and other relevant bodies. Such communications may be by email or by letter.
4. To have sufficient working knowledge of computer software to enable communications with various bodies and people and to keep comprehensive records.

**Person specification (desirable)**

1. To have a working knowledge of hardware platforms (e.g. desktop, laptop, tablet, mobile etc)
2. Have a working knowledge of the general geography of the District and understanding of the numbering of the courses contained within the London West district.
3. Be able to work with the Chairman on all urgent matters, particularly accident reports and possible disciplinary matters.
4. Have previous experience of committee procedures involving meeting administration and minute keeping

**Appendix “A”**

In the articles of Association of Cycling Time Trials is a more comprehensive list of the secretary’s duties in item 29.

However, for guidance the following items are relevant to the current duties of the District Secretary.

1. Maintain access to the main CTT website in order to access the current register of the Clubs affiliated to London West District Council, deal with all new Club affiliations and act as a liaison between the Clubs, their riders and the District Committee. The Secretary may find it convenient to keep a spreadsheet of the basic details of all affiliated Clubs on his/her own computer.
2. Maintain access to the main CTT website in order keep a current register of all delegates from all the London West Clubs, as required by CTT rules and regulations.
3. Arrange all LWDC committee meetings, AGMs, SGMs and all other meetings as decided by the LW District Committee. Produce and distribute agendas and produce and distribute minutes thereof, as directed by the committee and CTT regulations.
4. Maintain a register of all District Committee Officers members and notify the CTT of any changes, ensuring both the CTT website and the London West website have up to date information on all District officials.
5. Keep a register of all delegates from the District to various bodies such as the CTT. Act as Liaison between the CTT and the District.
6. Keep a register of timekeepers, assistant timekeepers, course measurers and process applications for new appointments and/or upgrade applications. Notify the CTT of any changes and where applicable ensure such changes are shown on CTT websites and London West website.
7. Deal with all accident reports, in conjunction with the District Chairman. Keep records of all subsequent actions by the District committee. Keep the CTT informed of all accidents together with information regarding related actions by the committee.
8. Notify the CTT of any sanctions imposed by the committee and keep records of any National sanctions.
9. Process any Competition Record claims.
10. Process applications for CTT awards
11. Respond to requests from clubs, riders and organisers on all CTT matters, and where necessary pass on such requests to the relevant official to respond.
12. Receive and check Start Sheets for Class A events and ensure their circulation to the Treasurer and the Assistant Secretary (events).