



BRIEF SCHEDULE OF GENERAL SECRETARY DUTIES (2025)

- In general terms the General Secretary is required to represent the Club member's interests in a fair and impartial way, and to accurately record and report discussion irrespective whether he / she agrees with it or not. All correspondence, post or email, is saved on computer, and can be copied / transferred to a new Secretary via Memory Stick.
- HUDDERSFIELD FALCON MOTORCYCLE CLUB is registered as a sports club with Kirklees Metropolitan Council, using the Secretaries' address and telephone number as point of contact.
- AUTO-CYCLE UNION: along with the Treasurer the Secretary is the Club's main point of contact with the Head Office at Rugby, and Yorkshire Centre ACU.
- BANK: along with the Treasurer the Secretary is the Club's main point of contact with Barclays Bank; the Treasurer is mainly responsible for administering the accounts but the Secretary, as back-up, is able to deposit and withdraw funds in a limited capacity (PPS costs, Permit fees etc.)
- EVENTS CALENDAR: the Secretary is required to prepare a draft Calendar of Events for approval by a majority of Committee Members prior to submitting and agreeing this with the Yorkshire Centre ACU.
- PERMIT APPLICATIONS: The Secretary is required to submit applications to the ACU Sport80 online system for event permits, ideally 6 weeks before the date of the event. This entails preparing and submitting draft Supplementary Regulations and a Generic Risk Assessment in the name of the Clerk of Course (available via the ACU website).
- EVENTS: once the Permit has been issued the Secretary is then responsible for setting an event up on Sport80 so entries can be taken online. This involves inserting all the eligible classes (approximately 20 Adult & Youth entries), forwarding the Regulations and other relevant information to the Website Manager, and advertising the event on Facebook and in Trials and Motocross News (TMX). Previously Trials Central was used but its popularity seems to have waned.
- Copies of Event Regulations to be circulated by email to all current members, and reminders should be continually posted on Facebook etc. before the closing date.
- The Secretary will forward Results for Yorkshire Centre events to The Centre Secretary (currently Martin Fairburn) and relevant Yorkshire clubs.
- The Secretary may assist with compiling final Championship positions, and forward this info to the Trophy Secretary.
- MONTHLY MEETINGS: the Club holds regular meetings on the first Wednesday of each Calendar month currently at The Woodman, Wakefield Road, Clayton West. The Secretary prepares the Agenda and distributes it by email to all usual attendees, and takes a limited number of hard copies to the actual meeting.
- The Secretary attends the monthly meetings, notes the main items of discussion, and then issues typed Minutes by email to all in attendance (including regular / absent attendees).
- ANNUAL GENERAL MEETING (usually mid-January): The Secretary prepares the Agenda and distributes it by email to all anticipated attendees, and takes a limited number of hard copies to the actual meeting.
- The Secretary attends the AGM, notes the main items of discussion (and voting decisions), and then issues typed Minutes by email to all in attendance (including regular / absent attendees).