

ROLE: Secretary

RESPONSIBLE TO: Chair

PURPOSE: Arrange club meetings, club AGM, take minutes and be responsible for administrative tasks.

COMMITMENT: 8 - 12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

- Ensure meetings are effectively organised and minuted.
- Liaise with the Chair to plan meetings.
- Circulate agenda and reports.
- Take minutes of meetings.
- Circulate minutes and make sure actions are carried out.
- Keep up to date contact details of committee and club members.
- Keep a diary of future meetings and events.
- Ensuring the AGM is carried out in the appropriate way.
- Respond to all committee correspondence.
- Respond to new member enquiries where appropriate.

Skills and Qualities

- Organised
- Methodical
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discreet

NAME			
SIGNED		DATE	