

**ROLE:** Secretary

**RESPONSIBLE TO:** Chairman

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

**COMMITMENT:** 4+ meetings a year plus ad hoc admin tasks.

### **Roles and Responsibilities**

- Ensure meetings are effectively organised and minutes taken.
- 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.

### **Skills and Qualities**

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

NAME (please print)			
SIGNED		DATE	