**ROLE:** Secretary

**RESPONSIBLE TO:** Chairman

**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 discrete

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| --- | --- |
| NAME (please print) |  |
| SIGNED |  | DATE |  |