



## **SECRETARY**

### ***ROLE DESCRIPTION***

To receive and disseminate information effectively and ensure the smooth running of club administration

### ***SKILLS/QUALITIES REQUIRED***

- Good verbal and written skills
- Access to a word processor is desirable
- Good organisational skills
- Experience\knowledge of minute taking and administration skills are desirable

### ***MAIN DUTIES***

- To liaise with the club chairperson with regards to agenda content
- To take meeting minutes and distribute copies to committee members
- To be the main contact for the club
- To deal with the day to running of the club
- To respond to any correspondence as appropriate
- To pass on any information received to relevant parties/persons

### ***COMMITMENT***

Attend the AGM and any other meetings, deal with any other arising club issues