



CORSHAM ASC

# **CORSHAM ORCAS are in danger of becoming extinct!**



We urgently need a volunteer to act as secretary for the club.

The role is to be temporarily covered by the Chair but this must end **by 31<sup>st</sup> December 2017**.

**If we fail to secure a secretary then we will have to call a Special General Meeting and move to close the club down.**

Please contact [corshamchair@gmail.com](mailto:corshamchair@gmail.com) if you can help in our search.

We ask you all to consider if you, or someone you know in the wider community, would consider taking this role on. You do not need to be a current member of the club and the role could be taken on as a "job-share".

### **The role involves:**

- attending the Executive Committee meetings 4-6 times a year and the AGM. Writing up the minutes and circulating them to committee members in good time
- circulating an agenda for each meeting
- acting as the email point of contact for club business and forwarding mail on to the appropriate personnel
- the secretary is also co-signatory for the club finances.