



Secretary Role Profile

Responsible to: Chair

Reports to: Chair, Treasurer, Website Officer and Committee

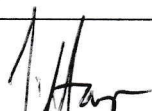
Purpose: Responsible for membership and committee admin

Roles and Responsibilities

- Ensure membership details are correct
- Respond to membership information requests and enquiries
- Ensure personal information provided by Club Members is handled correctly
- Work with Website Officer and Treasurer to ensure online membership and fees/subscriptions are completed
- Liaise with the Chair to plan meetings.
- Ensure meetings are effectively organised and minuted
- Circulate minutes and make sure actions are carried out.
- Ensure the AGM is carried out according to the club constitution.

Skills and Qualities

- Well-organised.
- Methodical
- Diplomatic and discreet.

NAME	J. HARPER		
SIGNED		DATE	27/3/18