

CREWE AND NANTWICH RAMBLING CLUB

POST DESCRIPTION FOR CORRESPONDENCE SECRETARY

The Correspondence Secretary of Crewe and Nantwich Rambling Club is responsible for receiving and sending all Club correspondence including but not restricted to:

Letters of appreciation to ;

Auditor of the Club Accounts together with a copy of the Club AGM Minutes.

Proprietors of Pubs, Restaurants etc. where Club Social Events have been held.

Outside organisations who have assisted the Club such as Search and Rescue Teams, Training Course Providers. (it may be required include a Club donation to the organisation with these letters).

Also

The purchase and sending of Get-Well or Sympathy cards, as required, to Club Members who are ill or who have lost loved ones or other similar circumstances.

In addition the Correspondence Secretary shall be responsible for;

Booking of premises for the Club AGM and the organisation and provision of the required refreshments for the same.

Booking of premises / rooms for the Club Committee Meetings.

Organisation of the distribution and collection of Nomination Forms for the election of Committee Positions at the Club AGM.

At times the Correspondence Secretary may be requested to;

Arrange Training Courses.

Obtain leaflets and information pertaining to Club Activities such as Map Reading etc.

Assist with visits to potential Social Event venues to review the suitability of these premises for Club Social Events.