

# **CREWE AND NANTWICH RAMBLING CLUB**

## **POST DESCRIPTION FOR SECRETARY**

The Secretary of the Crewe and Nantwich Rambling Club is responsible for the following:

### **1 keeping the minutes of items discussed and debated during Club Committee and Annual General Meetings**

The minutes should cover what was said, agreed and accomplished at the Committee Meeting and may exclude individual opinions from Committee Members.

The Secretary should note the Committee Members who are present, record Committee decisions and write down actions in the order that they occurred. Once the Committee Meeting is complete, the Secretary should make copies of the minutes for distribution to all Committee Members.

This distribution should be carried out as soon as possible after the end of the Committee Meetings.

In addition to keeping the minutes of each Committee Meeting, the Secretary must maintain records of past Committee Meetings. This also involves noting amendments to previous minutes.

The Secretary should work with the Chair to create an agenda listing discussion points for the Committee Meeting. This agenda should be prepared well in advance of the Committee Meeting and be distributed to all Committee Members before the Committee Meeting.

For the AGM the Secretary should make a list of all the club members present at the AGM.

### **2 assisting in creating and organising an annual programme of committee meetings, the annual general meeting and the annual election of committee posts**

The secretary should work with the Chair to produce a programme of dates for future meetings for circulation to the membership and book venues as required. They should also organise, distribute and collect Nomination Forms for the election of Committee Posts at the Club AGM

### **3 acting as a first point of contact for the Club and dealing with any correspondence received by the Club**

### **4 acting as an authorised signatory for the Club**

### **5 maintaining a schedule and retaining copies of operational documents**