

COMMUNITY ACTION: MK

Role of the Secretary

What does it involve?

The Secretary has many responsibilities, but these can be shared with the other committee members. This is a good way to use the skills of others on the committee, by delegating some of the secretary's responsibilities to elected officers e.g. a membership secretary.

What are the main tasks?

- To take accurate notes (minutes) at meetings and circulate, along with other relevant documents.
- To receive apologies for people who can't attend meetings.
- To keep an up to date membership list and contact details.
- To arrange meetings (book venues, publicise etc.)
- To help the Chairperson to make up an agenda.
- To deal with any correspondence to the group, and deal with insurances, publicity etc.
- To check meetings are quorate (i.e. there are enough people at each meeting).
- To check the progress of work.

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