



Volunteer Role Description - Secretary

The role of the secretary is to support the chair in ensuring the smooth functioning of the Management Committee.

Term of Office	2 Years
Responsible to	SWCA Membership
Selection Process	<p>Full Members may submit nominations 7 days prior to the AGM. If there is more than one nominee for office then a ballot shall be held.</p> <p>The Secretary will be elected in odd years.</p>
Purpose	<p>Make arrangements for meetings. To ensure arrangements for meetings are met (booking the room and arranging for refreshments).</p> <p>Ensure responsible administration To prepare agendas in consultation with the Chair To circulate agendas and any supporting papers no less than one week prior to the meeting Ensure Committee Members circulate reports prior to meetings To minute meetings and circulate the draft minutes to all committee members after agreement with Chair At close of each meeting agree date, venue and time of next meeting</p> <p>AGM To ensure arrangements for AGM are met (booking the room and arranging for refreshments if required). To circulate notice of meeting with relevant papers to Club Secretaries and Committee Members no later than three weeks prior to the AGM Prepare Agenda for AGM Request written reports to be submitted prior to the meeting Ensure copies of Agenda and Reports are available at AGM Prepare Attendance Sheets and Voting Cards for AGM To minute the AGM</p> <p>Other Duties To ensure up-to-date records are kept of committee membership. To ensure up-to-date records are kept of Club Secretaries Issue Annual Subscription notices to Club Secretaries in September or as agreed by the Committee Deal with correspondence as required</p>
Qualities/Skills	<p>Organisational ability. Experience of committee work and procedures. Minute-taking experience Good communication and interpersonal skills. Impartiality, fairness and the ability to respect confidences. Approachable and sensitive to the feelings of others. Well organised and an eye for detail. Ability to work well with the Chair. Good time-keeping.</p>
Expenses	Reasonable travel expenses may be claimed for travel to meetings/events

Time Commitment

Approximately 10 SWCA Committee Meetings per year

A minimum of 2 hrs per week, more at peak times around events in the season