

Secretary - Job Description

- Write the minutes of committee meetings and distribute to all committee members.
- Write the minutes of the Annual General Meetings (AGMs) and any Extra-Ordinary General Meetings (EGMs).
- Keep and maintain records of all past meeting minutes, official club documents, letters, etc.
- Receive and distribute any correspondence related to the organisation of the club.
- Advise the AIVC of any change of contact details for the WK-IVC committee and any change of the club e-mail and web addresses.
- Assist the Chairman in preparing for the AGM, which can include announcing the AGM to all members, and co-ordinating motions proposed for the AGM in accordance with the Constitution.
- Act as a signatory on the WK-IVC bank account.