

Secretary - Club Job Description

General Responsibilities

- To write minutes of committee meetings and distribute to all committee members irrespective of their attendance.
- To write minutes of Annual General Meeting.
- To maintain records of all minutes of committee meetings and AGMs.
- To write to prospective members whose application for membership has not been accepted using standard letter repeating that the club will not enter into correspondence on the subject.
- To receive and send out any correspondence related to the organisation of the club.
- To advise AIVC of change of address of any of Chairman, Secretary, Treasurer, ALO, Membership Secretary or Club email and web addresses.
- To act as signatory for IVC cheques.
- To ensure that due notification of the IVC AGM is provided and to co-ordinate motions proposed for the AGM in accordance with the Constitution.

Secretary's Calender

January

- Book venue for WK-AGM.

March

- Discuss Motions / Proposals for AGM with Chairman.

April

- Attend and take minutes of AGM
- Prepares minutes of AGM in a timely fashion (i.e. before it is all forgotten).