

Torbay Rambling Club Committee

Post: Secretary

Role

The Club Secretary is responsible for the administration and management of the Club on a day-to-day basis. The Secretary must be aware of the Club's Constitution, policies and practices. To ensure the efficient running of the Club, the Secretary will liaise with the Chairman, Treasurer, Membership Secretary, Social Secretary, Walks Co-ordinators, Webmaster, and Safety Officer over agendas and the information each of them requires to be distributed. The Secretary keeps Committee and Club members informed of Club business by email.

Tasks:

Maintain email distribution lists

- Receive membership list from Membership Secretary and ensure all members' emails are on a distribution list.
- Add or remove members' emails from the distribution list when advised by Membership Secretary of changes to membership list.

Operate Club email address

- Forward membership enquiries to Club Membership Secretary.
- Forward other correspondence to relevant Committee member(s) for information / action.
- Respond to enquiries from members.
- Respond to correspondence from other organisations.
- Decide upon requests from outside the Club to circulate information to members. Circulate such information only if it is in line with the aims of the Club. If in doubt, consult Chair / full Committee.
- Circulate Club information to members using email distribution lists.
- Store all email notifications to members in an Outlook folder.

Meetings

- Book venues for Committee meetings and the AGM as instructed by the Committee and liaise with venue over practical arrangements.
- Draw up and circulate agendas for Committee and General Meetings
- Take minutes of Committee and General Meetings.
- Write up minutes of meetings and circulate them to Committee members for approval / amendment.

- Circulate draft minutes of General Meetings to members.
- Ensure that digital copies of all minutes are stored and that hard copies of minutes are made available for the Chair to sign at the following meeting and then stored securely.

Miscellaneous

- Initiate correspondence (usually by email) with organisations or individuals as instructed by the Committee.
- Print documents when requested to do so by other Committee members.
- Complete other tasks as instructed by the Club Committee.
- Ensure that all information and documentation is available to pass to a successor.