

Group Secretary

Appointment: Group Secretary

Person to whom Responsible: Group chairperson

Accountable to: Group Leader

Broad Objectives

The Group Secretary is elected to act as Secretary of the Group Committee and the Group Executive Committee to:

Duties

1. See that the Group chairperson is kept fully informed on all correspondence pertaining to the Group.
2. See that notices of regular meetings of the Group Committee are sent out in sufficient time, giving date, time and place of meeting.
3. Prepare, in consultation with the Group Leader and Group chairperson, an agenda for each meeting.
4. Keep minutes of all meetings of the Group Committee.
5. Despatch a copy of the minutes, with appropriate action points highlighted for attention, to each Group Committee member.
6. See that Branch, Area and District notices and other important notices are brought to the attention of the Committee.
7. Assist the chairperson with the preparation of the Annual Meeting and Annual Report.
8. Maintain an accurate record of the expenditure of Petty Cash allocated for postage, etc.
9. Undertake other secretarial duties of a Group nature as may be required from time to time.
10. Liaise with the District Association/Executive Secretary and refer to him/her for advice as necessary.
11. Take the necessary steps to obtain a postal box or post office address for the Group advising all necessary authorities-banks, insurances, etc.-of this. Clear weekly, or more frequently, distributing items through Group letterbox system at Group Headquarters.

Note: Each Section plus GL and Group Committee should have internal letterbox, preferably located near door in hall, which is to be cleared at least weekly on meeting nights.

Ensure the Group Committee receives at least one copy of a Branch Newsletter and that this is circulated to the Committee.