

Secretary

Committee Meetings

Agenda

Liaise with the Chair re the agenda. Send the agenda, with a copy of the last minutes, to the Committee at least seven days before the meeting and ask for apologies and then inform the hostess and Chair of non attendees.

Minutes

Produce a draft asap after the meeting and email to the Chair. When she has approved/amended them send to the rest of the committee asking for comments/amendments.

If there are any carry forward items they should be put at the end of the minutes for the committee's copy of the minutes.

Annual

AGM

Agenda & Nomination Form

Produce a draft and send to the Chair to finalise/approve.

Send the agenda and nomination form to the Membership, with a copy of the last minutes, and any other paperwork, at least one calendar month before the meeting.

Meeting

Apologies – record any received to be read at the meeting.

Nominations – all new committee members should be nominated, proposed and seconded and all details should be recorded in the minutes.

Minutes

Produce a draft asap after the meeting and email to the Chair. When she has approved/amended them send to the rest of the committee asking for comments/amendments. Keep the approved version on file ready for the following year.

Programme Card

Obtain next year's programme details from the Programme Secretary and produce the card for printing and distribution to the Members before the end of the calendar year.

Send a copy to the Web Co-ordinator to be put the website.

Membership List

Obtain confirmation of current Members from the Membership Secretary, produce a new list and ensure it is put on the website. NB There will no doubt be updates needed during the year.