



## **SECRETARY ROLE**

### **Roles and Responsibilities**

#### **Monthly Meetings**

Ask Committee if they have any points to add to the agenda, create agenda and send out before the meeting.

Complete the minutes of the meeting and send out before the next meeting.

#### **AGM** (prepare after October meeting)

Check for matters arising from the previous AGM to discuss at October Executive Committee Meeting.

Prepare letter to go out with agenda and nomination forms and ask for forms to be sent back by deadline of 2 weeks before the AGM.

Create Agenda and update nomination form.

Send out pack to all members as soon as possible after October meeting. Include the previous year's minutes.

Collate list of apologies for the meeting and also collect in nomination forms (these have to be received by the deadline). Arrange Voting Slips if necessary.

At the meeting take the minutes and send out to all members after the meeting. (include any other reports that are necessary).

Run the meeting after the AGM or as soon as possible to appoint Chairman and Vice Chairman and agree roles and responsibilities of each committee member. Type up and send out to members in January of each year.

#### **Book Civic Theatre**

Theatre normally sends an email enclosing the Contracts that need to be completed for upcoming shows. There is a Part 1 and Part 2 (part 1 can be sent first if you do not have all the information to complete part 2). These need to be completed and sent back to Gail. There are also forms for parking permits, insurance, BACS payment and Health & Safety (these normally get sent back nearer to the show – normally about 1 month beforehand).

Information for artwork for Programme, Posters, Flyers etc goes to the Publicity Team. Needs to be set out exactly as set out in the Licence Agreement.

Jean Pinkney looks after the Insurance Renewal so a copy of the Insurance Document needs to be obtained and sent to the Civic.

#### **Routine Correspondence**

Liaise with Noda as Secretary is the nominated person of contact for CAODS

**January 2020**