

Secretary Role

1. Preferably, join the committee.

2. Meetings

Book venues for general meetings.

Send out the agenda (prepared by self or chair) before the meeting.

Attend the meeting (or arrange a deputy) and take minutes.

Check minutes with the chair of the meeting before sending out.

3. Incoming Emails

Pass on incoming emails to the committee. Be a contact for National Council for Voluntary Organisations (NCVO) and disperse information as required

4. Outgoing emails

Use BCC to send out 'dates for your diary' updates, agenda, minutes, notifications etc. to the membership.

There is a live email address secretary@sustainablewarminster.co.uk, to use, or an alternative can be used if preferred.