

TWAPS COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

Role of Society Secretary.

General Meeting.

1. To attend Committee Meetings on designated dates and record minutes of same and distribute/email copies to Committee together with an agenda for the next meeting. The minutes should be sent to members no later than 10 days of the Committee meeting in question where possible.
2. To participate in Committee discussions when possible.
3. To ensure a hall booking is made and catering organised if required.
4. Maintain a register of attendance at Committee meetings.
5. Record and report on all inwards and outwards correspondence. (Chairman?)
6. Write to any party as directed by the Committee/Chairman, keeping copies for reference.
7. From time to time, as dictated by the calendar or Committee instruction, produce a newsletter with input from other Committee Members and when approved by the Committee, distribute a copy to all members. Make a version suitable for the club's web site.
8. To take over the Chairman's function in his absence at any meeting. I don't think this is feasible and should be carried out by another committee member or deleted?
9. Carry out any other tasks as may be reasonably requested by the Chairman or other Committee members.
10. To support any committee member in carrying out his or her duties.
11. To keep an accurate record of any out of pocket expenses incurred i.e. printing, postage, petrol, etc.

Annual General Meeting

1. Ensure a date and venue is agreed by the Committee well in advance, preferably at the next general meeting after the AGM.
2. Ensure Hall booking is made and catering is organised for the number of members likely to attend. The hall should be of suitable size and decor to suit the need of the meeting.

3. Notify all Committee with an Agenda and copy of previous AGM minutes by post/**email** with the requisite notice.
4. Notify all members with an Agenda by post/email with the requisite notice minimum two weeks prior to the AGM
5. Notify any new applicants for Committee positions by post two weeks prior to the AGM to seek attendance confirmation.
6. Arrange a sufficient supply of previous AGM minutes and make sure they are available for members at the AGM.
7. Record attendance of those present at the AGM - proof of membership required.
8. Record AGM Minutes and distribute copies to Committee & Bailiffs as soon as possible following the meeting so that they can be committee amended/approved while the meeting is still fresh in the mind.