



SECRETARY PROFILE

Responsible to: Lace Society Committee

Main Purpose: Secretarial support to Chair and Committee

Responsibilities:

- To arrange, together with the Chair, the agendas for meetings and send out to all members of the Committee at least 2 weeks before a meeting.
- To collate all reports and papers from the Committee members and others and forward with the agenda.
- To take minutes at Committee meetings and forward to Committee members within 2 weeks.
- To deal with all correspondence/emails.
- To hold all previous secretarial records of elections, correspondence and minutes of all Committee meetings and AGMs.
- To keep the asset register up to date.
- To deal with nominations and elections onto the committee.
- To send secretarial reports and notices to the Editor for inclusion in the Newsletter.
- To support the Editor in providing suitable patterns and articles for the Newsletter.
- To provide half yearly/annual petty cash accounts to the Treasurer for auditing.
- To present the Secretary's full report of the Committee's activities to the assembled Annual General Meeting at the Rally.
- To carry out, under direction of the Chair, such suitable duties, as time to time decided by the Committee.

MJW January 2017