

Cawthorne Choral Society

Role Description: SECRETARY

PURPOSE

To assist the Chair and committee in the coordination of activities required to achieve the objects of the Society as set out in its Constitution document. Be responsible for the documentation recording the activities and decisions of the committee.

KEY RESPONSIBILITIES

1. To attend to correspondence addressed to the Choir including that received via the website, liaising with other committee members as appropriate.
2. To keep and file all documents and information, including correspondence sent and received.
3. To liaise with the Chair to prepare and circulate an agenda prior to each meeting.
4. To ensure that the AGM is conducted in accordance with the Constitution and any requirements for holding the AGM and accepting resolutions for consideration are followed.
5. To attend Committee meetings, the AGM, and any other special meetings and prepare an accurate record of members present, apologies received, summary of discussions, and actions agreed.
6. To circulate minutes to all Committee members, by email or hard copy as appropriate, within timescales agreed by the members.
7. To prepare and keep up to date the choir's working documents (e.g., Summary of dates of concerts, rehearsals and meetings; job descriptions and terms of reference; schedule of actions; constitution; Risk register).
8. To circulate to members all relevant information via a weekly email.
9. To provide and monitor attendance registers for the duration of the season
10. To book venues for rehearsals and concerts.
11. To be a bank signatory and cover for the Treasurer in his/her absence.