

## Casterbridge Speakers 2014

### Secretary's Role

Purpose of the Role:	Maintain the club records, manage the club files, issue committee agenda in a timely way and take the minutes at committee meetings.
Accountability:	Issue Committee agendas Take and publish Committee minutes
Recent Achievements:	Committee meetings have been consistently held each month and are well organised, minutes are issued within 48 hours of the meeting. Minutes are typed up during the meeting.
Measures of Success:	Accurate and promptly issued minutes
Benefits to the Role Holder:	A great opportunity to see how the committee works and to find out more about the leadership of the club without taking on too much responsibility. An opportunity to influence the direction of the club. Contributing to the sustainability and development of the club. Achievement of a key element of the leadership track; required for the advanced leadership award.
Skills, behaviours and level of commitment:	Must be able to take minutes effectively and efficiently. To attend club officer training sessions. A enthusiasm for organising occasional club social events
Potential Changes:	
Commitment to new role holder	Previous agendas and minutes are readily available.