

SECRETARY

To be a key point of contact for the Club for general information and enquiries and to respond to these enquiries in good time, or pass them to a relevant Club Officer for action.

ENROLMENT

- With Treasurer, enrol members at first meeting in September. Have ready enrolment forms, name badges, handbooks, slip re FB pages, etc.
- Make fresh spreadsheet of member details
- Circulate membership list to committee (& update as appropriate)
- Make printed name badges with membership number included for new members or Committee members with new roles

CLUB MEETINGS

- Update the club notice board as appropriate
- Be alert for new members or visitors arriving (have temporary membership cards and enrolment forms to hand)

COMMITTEE MEETINGS

- To liaise with the Chairman on Club matters arising, to write and maintain a full record of all formal Committee and General Meetings and circulate dates of such meetings, minutes of previous meetings and agendas as required.
- Collate officer reports and have them to hand at meeting along with any other appropriate documentation.
- Take minutes, prepare and send out to committee
- Take any required actions arising from the meeting

E-MAILS

- Check fwccsec account regularly, including spam (messages forwarded from the website sometimes land there). Respond, forward, act upon or delete as appropriate. If in doubt, pass on to Chair.

MEMBERSHIP

- Send a newsletter each Wednesday. Try to avoid too many other mailshots. Remember to send the APB to your own account (i.e. fwccsec), with all members bcc. This maintains their privacy.

- Liaise with the Webmaster. It is often better to send him a redacted version of the newsletter, omitting personal details, etc. since the website is open.
- Immediately e-mail new members with useful information about the club. Ask for an acknowledgement to check that the e-address is correct.

AGM

- A month before the AGM, create and display a nominations form
- Send out notice of the AGM, previous year's minutes and agenda at the appropriate time (see Constitution)
- Write your Secretary's Report for presentation at the meeting
- Distribute copies of the agenda and any other documents as decided by the Committee
- Have ready competition subject and any other voting slips as required and distribute them
- Have the Constitution to hand just in case
- Count votes as appropriate and record results.
- Take and write up minutes and circulate to new Committee
- Establish the new Premier Group list

GENERAL

Ensure that all records are safely backed-up and reasonably accessible.