

GENERAL SECRETARY'S ROLE

For more information on activities please visit our website - www.wirralramblers.org.uk

DUTIES

- General administrative duties.
- Gather together relevant documents for committee meetings and circulate to committee members.
- Take minutes at committee meetings. Ensure minutes are circulated within the club.
- To make all necessary arrangements for the Group Annual General Meeting (See separate Process note).
- Monitor actions agreed at meetings to ensure progress is made.
- Deal with correspondence/telephone calls as required.
- Collate group walks and social programme and prepare for submission to the printers twice yearly.
- To ensure the group is following GDPR guidance and is compliant with it.

AC/November 2017