

BOWMEN of BRUNTWOOD

SECRETARY'S DUTIES

The main duties and responsibilities are:

1. In accordance with the constitution and alongside the Treasurer, be responsible for safeguarding the club's assets.
2. Facilitating communication both with the club members and between committee members.
3. Keeping club members up-to-date (and reminding as necessary) with dates of meetings, shoots, events, working parties and other general pieces of information. This is done via email. When appropriate, important communications may also be pinned up on club notice boards. *Occasionally, messages are also uploaded via our Facebook page which is now a 'secret' group, to which only club members have access. Phil Martin, Jo Galbraith and Jon Parris are currently moderators for this.*
4. To give notice of Open Meetings, usually 4 a year in March (immediately after the AGM), June, September, and December. The notices must be sent out at least 2 weeks in advance and they request items to be placed on the agenda which are then collated and the agenda is formally advised to the membership, preferably at least two days before the meeting. Where proposals are made, then postal and proxy voting forms should also be attached in the email to give all qualifying members a chance to vote. The secretary takes the minutes of the meeting and after writing these up, publishes them again via email and on the notice boards.
5. To give notice of and collate the agenda for the AGM, held in March. This is done via email and will also be notified on notice boards and Facebook. Notice of this meeting is also sent via Royal Mail to those without an email address or who have stated a preference for getting the information this way. The secretary also prepares and sends out the agenda and postal/proxy vote forms by the due date.

Following the meeting,

the secretary writes up and send out minutes as per Open meetings.

Note: An Open Meeting is held immediately after the AGM.

6. Updating pages (PDFs) on the club website. These include the club calendar and various pages that may change less frequently (tuition charges and so on).