

How to be a Secretary for your Group By Ian Stones, FRSA



The Secretary is the person your group choose to make sure that all the arrangements are made for a meeting to go ahead.



It is important that the Secretary works together with the Chairperson and the Treasurer to plan the agenda for the meeting.

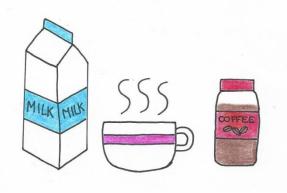




It is usually the Secretary's job to:

• Book rooms

• Arrange transport



• Make sure there is tea and coffee for the meeting.



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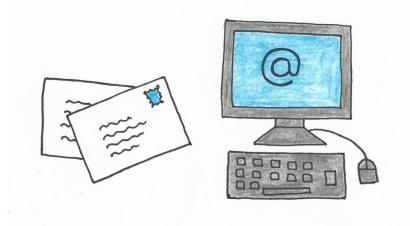
It is usually the Secretary's job to take notes at the meeting.

And

To write the notes up (these are called minutes). The Secretary then sends out the minutes to everyone one week before the next meeting.



These can be posted or emailed.





It is the Secretary's job to check with the Treasurer to see if there is enough money to pay for things like the room, transport, tea and coffee.

Group Members 2018 Ion Stones Treasurer West Street Aberdeen ABIZ 3RX 01224 123 456 Pot Petrie Secretary Aberdeen AB34 5RS 01224 078543 Guest Speakers 2018 Sarah Smith NHS 01224 345 678 Mark Jones SDS 01224 987123 Will Harris Police Scot. 01224 341 579

The Secretary keeps an up to date list of all members.

The Secretary also keeps a list of all the speakers names, telephone numbers and addresses.



It is the Secretary's job to write letters for the group.

It is also the Secretary's job to keep the group up to date with information.