



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:

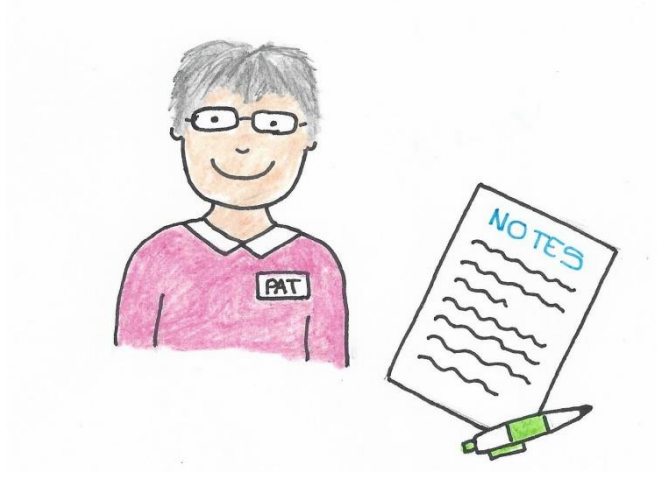
- Book rooms



- Arrange transport



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



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

And

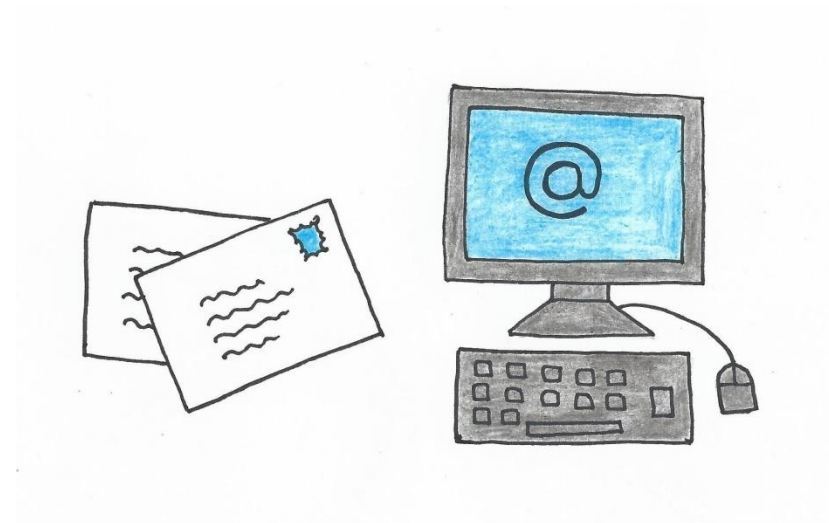


To write the notes up (these are called minutes).

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.



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.