

GASC SECRETARY

Main Purpose of the role

To be responsible for the management of the Association's documentation.

Tasks and Duties

- To ensure all legal certificates, registrations and insurance are prepared, certified and kept up to date
- To prepare a list of Committee and General meeting dates and circulate to the Committee members
- To notify all Committee members of the venue, date and time of Committee meetings, General meetings, Annual General Meetings (AGM) and Extraordinary meetings
- To be responsible for ensuring the venues for all meetings for the ensuing year are booked in January for the forthcoming year.
- After due consultation with the President, to issue agendas for meetings and record the minutes of those meetings
- To circulate draft minutes of all meetings to Committee members prior to publication, by sharing through the One Drive Account.
- To compile all approved General and AGM minutes to the Social Media Editor for publishing on the web site
- In December of each year, to ensure that nomination forms for Committee positions are available on the web site
- In November/December of each year, to prepare a notice of the forthcoming AGM and to include the list of Committee nominees and audited accounts.
- This notice to be sent to all members via the Newsletter and posted on the web site. This must be done in due time for the notice to be published no later than 15 clear days before the AGM in accordance with the Internal Regulations
- To have read and understood the Constitution and Internal Regulations.
- To attend the Club events, dinner dances and quizzes, supporting the club membership in their enjoyment of the event

Skills and Knowledge

- Must be computer literate and experienced in word processing
- Good written and reporting skills

NB: The Club will provide a laptop (if required) and access to Microsoft OneDrive with Word, Excel etc for all GASC documentation to be held on, it will also provide a specific email address – gascsecretary@gmail.com