



Be Prepared...
for new adventure!

1ST ERMINGTON GROUP SUPPORT COMMITTEE

Secretary - Role and Responsibilities

The role includes the following:

- See that the Group Chairperson is kept fully informed on all correspondence pertaining to the Group.
- See that notices of regular meetings of the Group Support Committee are sent out in sufficient time, giving date, time and place of meeting.
- Prepare, in consultation with the Group Leader and Group Chairperson, an agenda for each meeting.
- Keep minutes of all meetings of the Group Support Committee.
- Email a copy of the minutes, with appropriate action points highlighted for attention, to each Group Support Committee member.
- Assist the Chairperson with the preparation of the Annual Meeting and Annual Report.
- Maintain an accurate record of the expenditure of Petty Cash allocated for postage, etc.
- Undertake other secretarial duties of a Group nature as may be required from time to time.
- Maintain suitable records, files and correspondence relating to Group affairs.
- Clear the Group post office box weekly, and distribute items.
- Provide the webmaster with documents and calendar dates for the Group website - www.ermingtonscouts.asn.au
- Ensure that the Committee sets and communicates their long term dates with the Group to ensure maximum attendance at events.
- Advise the Group of upcoming Group events as required.

Reports to the Group Chairperson.