

Secretary

	Week One (Unit Council)	Week Two (District / Region)	Week Three (Group)	Week Four
Short Term	<p>Support the program for this week.</p> <p>Attend Unit Council</p> <p>Take minutes of all meetings and get them types up and distributed to the Unit Council within one week of the meeting.</p> <p>Handle all correspondence in and correspondence out.</p> <p>Maintain administrative records of each member including a record of Appendix B from the constitution</p>	<p>Support the program for this week.</p> <p>Attend Unit Council</p> <p>Take minutes of all meetings and get them types up and distributed to the Unit Council within one week of the meeting.</p> <p>Handle all correspondence in and correspondence out.</p> <p>Maintain administrative records of each member including a record of Appendix B from the constitution</p> <p>Collect, collate and email report to Leaders for Group Council</p>	<p>Support the program for this week.</p> <p>Attend Unit Council</p> <p>Take minutes of all meetings and get them types up and distributed to the Unit Council within one week of the meeting.</p> <p>Handle all correspondence in and correspondence out.</p> <p>Maintain administrative records of each member including a record of Appendix B from the constitution</p> <p>Ensure the Unit is being run in accordance with the Desirable Standards for Venturer Units.</p>	<p>Support the program for this week.</p> <p>Attend Unit Council</p> <p>Take minutes of all meetings and get them types up and distributed to the Unit Council within one week of the meeting.</p> <p>Handle all correspondence in and correspondence out.</p> <p>Maintain administrative records of each member including a record of Appendix B from the constitution</p> <p>Prepare a report for Unit Council.</p>
Medium Term				
Long Term				