

Axminster Woodturners Club 2021

Role of Secretary

Produce the agenda and minutes for Executive Committee meetings and distribute to Committee members.
Produce the agenda and minutes for the AGM and distribute to all club members.
Introduce agenda items at AGM and Executive Committee meetings.
Be the club link for the AWGB with contact details on the AWGB website.
Organise arrangements for all day demonstration events.
Liaise with secretaries of other clubs to advertise club all day demonstration events.
Maintain up to date club documents to post on the club website and be available at the club hall as necessary.
Answer questions and enquiries from club members.
Work closely with the Chair, Vice Chair and Treasurer.
Assist the Chair as contact on the club website.
Act as alternative safeguarding officer.

July 2021