

Secretary Role:

List of Daily / Weekly / Annual Tasks

Note that some tasks can be shared with others, and ideally shared with a separate membership secretary.

General:

- Manage emails (info@artcentre.co.uk) and either respond to the emails, or forward to the relevant person to respond. (most days for about 30 mins)
- Update new members in membership database when members join / renew on Square rather than through the website (admin'd by Treasurer) and send out welcome note and art supplier discount cards (maybe 2-4 new members per month - 30 mins a month)
- Let the volunteer coordinator know whether any new members took the box saying that they are willing to volunteer.
- Check the post office box weekly.
- Work with the communications officer with information for emails to members / subscribers
- Security for the building – allocation of codes to the relevant personnel/parties. Change the lockbox and padlock codes every 3 months.
- Maintain training matrix.
- Maintain all the security passwords and codes spreadsheet.
- Annual update of the National e-report website (NEE) – upload a copy of the exhibitions for the following year.

Committee meetings (every 3 weeks):

- Send reminder email to committee
- Prepare agenda with Chair
- Send agenda with supporting info (Chair report, financial report) to committee
- Take minutes during meeting
- Write up minutes soon after meeting and send to Chair for review and signature
- Email minutes and supporting documents to Committee
- Manage actions (add new actions from meeting to list and close them out with details when committee members submit)

AGM (annually):

- Follow AGM process (clear written process provided), in line with the constitution, including sending notice and agenda in required time before meeting, collecting nominations, providing all documents, managing attendance list, organising catering (can delegate this), preparing minutes.
- Upload the AGM minutes on the Commerce Wk - Department of Mines, Industry Regulations and Safety