



Role of Secretary

1. The Secretary can be a man or a woman.
2. He/She is responsible for setting the agenda in consultation with the Chairman.
3. In the absence of the Chairman, he/she is responsible for running the meeting.
4. He/She will take notes during meeting and produce minutes.
5. He/She will receive correspondence and reply to it in line with the committee's wishes.
6. He/She will write letters requested by the committee.
7. He/She shall maintain a folder of all the policy documents of the group and have it available for consultation at meetings, auditions and rehearsals.
8. He/She will maintain an address list of members. He/She will hold securely and in confidence, health information and children and any Child Protection information, requested by the Child Protection Co-ordinator.