

## **Role Title: Secretary**

**Organisation: North Mymms District Green Belt Society**

**Definition of Role, as of 21<sup>st</sup> March 2025**

### **Role Summary:**

The Secretary plays a crucial role in ensuring the smooth and efficient operation of the North Mymms District Green Belt Society. This position is responsible for maintaining accurate records, managing meeting processes, and facilitating effective communication within the committee and with interested parties. The Secretary acts as the guardian of meeting processes and is a key point of contact for the Society.

### **Key Responsibilities:**

#### **Meeting Management & Administration:**

- **Liaison:** Work closely with the Chairman to schedule meetings, develop agendas, manage correspondence, and prepare meeting minutes.
- **Minute Taking:** Accurately record meeting minutes, ensuring all action items are clearly noted and assigned.
- **Record Keeping:** Maintain formal records of the Society's activities, including meeting minutes, correspondence, and other relevant documents.
- **Correspondence:** Ensure all letters and emails agreed upon in committee meetings are circulated to members before submission.
- **Email Management:** Utilise the Society's official email address [northmymmsgreenbelt.org.uk](mailto:northmymmsgreenbelt.org.uk) (Webmail)
  - Depending on email content either forward to Nigel/Committee for their comments and reply as advised.
  - Any membership, payment or subscription emails to be replied with advice to contact treasurer email address.
- **Annual General Meeting (AGM) Organisation:**
  - **Venue Booking:** Secure the venue for the AGM (typically WG Memorial Hall), confirming availability with the current President, Gary Mabbutt.
  - **Speaker Coordination:** Liaise with the committee to select a speaker, confirm their availability, and coordinate any equipment requirements (e.g., projector, sound system).
  - **Invitation & Agenda:** Send out email invitations to local councillors and prepare agenda notes for the chairman.
  - **AGM Newsletter Distribution:** Coordinate the delivery of the AGM newsletter, including contacting deliverers, organise the distribution by deliverers, preparing address labels, and updating delivery records, and organise a session with committee for batching newsletters (collective task).
- **Financial & Membership Administration:**
  - **Account Signatory:** Preferred to serve as an additional account signatory, alongside other designated members but not a mandatory requirement.

- **Event Organisation & General Duties:**
  - **Event Coordination:** Organise external events, such as stalls at Village Day or other community events.
  - **General enquiries:** Respond to general enquiries from the public in a timely and professional manner.
- **Skills and Qualifications:**
  - Experience with email management and computer skills (Email, Word, Excel, Zoom etc)
  - An interest in and commitment to the aims of the North Mymms District Green Belt Society.
  - Local - living in the area
- **Time Commitment:**
  - Peak period due to approaching AGM - approximately 12 hours in February
  - Remainder of the year - approximately 2 hours a month
  - This is in addition to any committee meeting attendance.