# About the Role

The Secretary role is a key to the management and organisation committee of the society. The Secretary works within the executive committee and manages all administrative and logistical duties to ensure that the society is able to run effectively.

The Secretary is an elected officer of the committee and is a trustee of the Society. This makes them one of the two people required to sign off on the financial statements and annual return of the Society.

# Role Description

The job role may be split into the following categories:

## Ongoing / Ad-Hoc

* Being a point of contact for all members of the society as needed.
* Ensuring that all policies and procedures are in place and being adhered to for effective management of the society.
* Book rehearsal venues
* Book production venues and manage any appropriate contracts for these.
* Produce contracts as required for creative teams, and arrange for these to be signed.
* Obtain licences for shows as appropriate
* Making sure that any society documentation, such as the constitution or relevant policies, are made available to members of the society upon request.

## Monthly

* Prepare agendas for committee meetings in consultation with the Chairperson
* Take minutes at meetings
* Ensure action points allocated at meetings are noted accurately in the minutes
* Circulate minutes to committee members on a timely basis by email

## Quarterly

* Produce a society membership newsletter in liaison with other members of the committee for content

## Annually

* Ensure that AGM meetings and committee elections are called annually and properly minuted and a record kept.