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Brixham Chamber of Commerce

Secretary

Job Description

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The role of secretary is an important one for the Chamber but, organised correctly, should not take up an excessive amount of time. Duties include:

1. Preparing agendas for monthly (except August) executive meetings, five general meetings and one Annual General Meeting.
(Not a huge task. The Chairman emails or telephones you to say what we need putting on the agenda for the meeting. You then pop the items into place on a template and email them to committee members and our website manager before the meeting takes place.)

2. Attending chamber meetings and taking minutes throughout or, in the case of potential absences, arranging with another committee member to record the minutes in your absence.
(Again, not a huge task. When you get home you just need to check them through to make sure they read okay and then you email copies to Committee members and our website manager for inclusion on the chamber website.)

3. Handling low level correspondence
(Usually pretty minor and sounds worse than it actually is. It basically includes getting rid of quite a lot of junk mail and forwarding anything important to the Chair. There may be a few simple replies to be made or invitations to be sent but, in the event of anything important, either the Chair will answer or you can pass the enquiry along to the relevant Chamber Executive.)

4. Taking the minutes for occasional meetings
(Something that happens very rarely. Once in a while, the Chair might ask you to attend a meeting with an outside agency and record what is said. It has only happened once in the last two years and has always been arranged at a time and place to suit all parties.)

5. Matters Arising
(Throughout the year, Executive members may plan and execute projects to the advantage of the Brixham community. The secretary may choose, on a purely voluntary basis, to get involved with some of these. If it's something that you are interested in and fancy developing further, well and good. If not, fine. Basically, it's up to you.)