

GUILDFORD ORIENTEERS

JOB DESCRIPTION: SECRETARY

Responsible for the general administration of the club.

The Secretary is a Principal Officer of the club.

Responsible to: Club Management Committee.

MAIN DUTIES

1. To organise the club AGM and Committee meetings.
2. To record and minute the AGM and Committee meetings.
3. To co-ordinate general club correspondence and provide liaison with external bodies.
4. To ensure club records and documentation are accurately and safely maintained.