



## Committee Members - Secretary

*Royston Environmental Group is a volunteer-run group that aims to improve the environment in the Royston area and globally. We want to bring together the residents of the Royston area and foster a better understanding of environmental issues and what you can do to help. We organise a variety of events and initiatives from Green Festivals to litter picks to Plastic Free Royston. Collaboration with other local groups and institutions is key to what we do.*

The secretary's main focus is record-keeping. In practice this means largely attending meetings (to be held Wednesday evenings in the pub) and producing note/bullet point minutes promptly through which actions can be tracked and, once a year, preparing AGM papers.

You will need good organisational ability, good communication skills, and timeliness. Above all, enthusiasm for positive environmental action and community spirit. The role of Secretary requires an estimated commitment of minimum 2 hours per month.

### Formal duties of the role:

- To prepare agendas in consultation with the Chair & other members.
- To circulate agendas and any supporting papers in good time.
- To minute meetings and circulate the draft minutes to all committee members.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.