



WIMBORNE ORIENTEERS

Wimborne Orienteers

ROLE DESCRIPTION: SECRETARY

RESPONSIBLE TO: The Club Membership

DUTIES:

- Recording the minutes of committee meetings and AGM.
- Ensuring that minutes are signed and archived.
- Distributing the agenda of committee meetings and AGM.
- Ensuring that the entire club membership is informed of the date and venue for the AGM.
- Point of contact for British Orienteering, SWOA and other organisations, for correspondence and enquiries.

DESIRABLE SKILLS AND QUALITIES:

- Good communication and literacy skills.
- Attention to detail.

APPOINTMENT:

- Elected at the AGM.