



3. Secretary and Events

Role:

The secretary is generally responsible for the administration of the Branch Committee. This portfolio has been extended to assisting with the administration of the branch events.

Duties:

- Organising internal meetings and taking minutes
 - Liaising with Chair to plan meetings
 - Receiving agenda items from Branch Committee Members
 - Circulating agendas
 - Taking minutes
 - Circulate minutes for approval
 - Monitoring actions that need to be carried out
- Internal communication and correspondence
 - Keep records of all e-briefs, event invites, email correspondence, etc.
 - Ensure internal documents are of a referenceable format
 - Assist in preparing a report on the Branch Committee's activities for the year to inform the AGM
 - Stay up to date with Branch Committee members' leave schedules
- Maintain records of communication
 - Maintain contact details of committee members
 - Filing of minutes, stakeholder details, survey responses, etc.
 - Keeping a record of Branch Committee's activities and future activities
 - Maintain file sharing on Dropbox
- Event planning
 - Ensure that Event Planners have all required information as per task list
 - Organise the venue and catering per event
 - Compile post-event surveys for all events
 - Analyse post-events and report results to Branch Committee members
 - Monitor quality of planned events (i.e. ensure that equipment backups are available)
 - Take minutes of events and distribute to Branch Committee members