



Thames Valley Trail Association Job Descriptions

Secretary Job Description

1. Attend and take minutes at board meetings in accordance with "Robert's Rules of Order". Find an alternate if unable to attend a meeting.
2. Attend and take minutes at the AGM.
3. Collect the year-end directors' reports and the previous year's AGM minutes. Copy and distribute them to members attending the AGM.
4. Circulate minutes by e-mail to board members approx. 2 weeks prior to a mtg.
5. Keep a record of directors' reports for the current year.
6. Keep a record of all available past minutes and pass them on to the next secretary.
7. Keep a record of relevant TVTA correspondence.
8. Ensure lists of contact information are kept up to date. Deliver a copy to Grosvenor Lodge - Jean.
9. Schedule events for the calendar year at Forest Lawn Memorial Chapel
10. Book the Annual General Meeting date with Grosvenor Lodge.