



Curdridge Village Events

Events Team Secretary Role Description:

- To prepare agendas for meetings in consultation with the chairperson;
- To call meetings and circulate the agenda and any other papers;
- To take and record minutes of committee meetings and ensure minutes of the previous meeting are agreed by the Events Planning Team and signed by the chairperson;
- After meetings, to inform members who were absent of any actions agreed;
- To arrange insurances and any licences required for larger scale events;
- To write letters on behalf of the group if needed;
- To be one of the authorised cheque & bank signatories;
- In cooperation with the Events Treasurer to complete any legislative returns and submit them to the Charity.

Anticipated time commitment would be between 3 to 5 hours per month.