

Tawa SCD Club – Secretary job description

Club contact

Be the club contact for queries from outside the club

Receive communications from Branch, Region and other clubs, and pass them on to committee and members, where appropriate

Committee meetings

Record the minutes of the meeting, and circulate to committee members

Contact with members

Keep an up-to-date list of members with contact details

Newsletter – Optional

Secretary may prefer to send newsletters fortnightly or monthly.

Prepare a weekly/fortnightly/monthly email newsletter, which **may** contain

- News of the last club night (dances done, members' news, etc)
- Information about upcoming events
- Communications from Branch, Region or other clubs, where relevant
- Reports of recent events – could be done by another committee/club member
- Messages from tutor or committee as required

Hall management – this could be done by (an)other committee member(s)

Hold the key to the hall (there should be at least two people with a key to the hall, maybe three)

If the job is shared, set up a roster

Open up 20-30 mins before the start of dancing, lock up at the end

Set out whiteboard for tutor, notice board (keep up to date), trolley with name-tag hanger, box of 'bands'. Put away at the end.

Annual Dance or Party events

Make 'official' approach to book a band (when requested by tutor)

Send out invitations – programme poster (and optional cribsheet) – to other clubs

Miscellaneous

Read out Notices on club night

Ensure club information is correct on Branch and Region websites