

Network South West Business Club

Secretary

Following is a brief outline of the duties of the Secretary.

Before the meetings

- Co-ordinate the correspondence of the Association.
- Keep and maintain the register of Members, with core business and any subsidiary businesses of each member, address and email address of each member.

During the meetings

- Read out the previous meeting's minutes to the attendees.
- Keep full and correct minutes of the proceedings of the Committee and Association.

After the Meetings

- Have custody of all books, documents, records and registers of the Association at their place of business.
- Send minutes of meetings to web developer to add to website for full and correct recording.
- Delete any person/member that dies or ceases to be a member from the register.