

## **Friends of Greenwood Community Forum Requirements and Duties of Secretary to the Forum**

The Friends of Greenwood Community Forum requires a secretary to support the committee by organising and taking notes of meetings, distributing letters/emails, and being responsible for keeping up-to-date contact lists and records.

### **Requirements**

The Secretary should be reasonably organised, moderately computer literate, and have regular and frequent access to a PC, printer and email. He/she should also be supportive of and interested in the aims and activities of Friends groups.

### **Duties**

#### **Meetings**

Up to 8 per year to be organised, comprising up to 4 general meetings and up to 4 committee meetings. General meetings are moved around the Greenwood area (Ashfield, Mansfield, Broxtowe, Gedling, or Newark & Sherwood) and are organised in liaison with the host group.

- Source, contact and book venue.
- Contact and book speakers.
- Liaise with host group.
- Prepare invitations/agendas and a map of venue location.
- Issue invitation/agenda and location map to members, guests and speakers as appropriate.
- Attend meeting and record the proceedings.
- Prepare and issue minutes to all participants and partner organisations as required.

#### **Liaison with other groups**

Record contacts and manage correspondence with other, appropriate groups, e.g. Greenwood team, Notts BAG, Notts Wildlife Trust, Sherwood Forest Trust, Forestry commission etc.

Distribute received information perceived to be of interest to members.

#### **Correspondence**

Be the focus of correspondence, both received and issued by the Forum.

#### **Records**

Maintain and circulate as appropriate records of the forum, e.g. Membership, meeting venues, contact details, agendas, minutes and correspondence.

#### **Support**

The Secretary will work alongside the Chairperson at meetings and will receive support from all members of the committee, particularly whilst learning any new duties. The Greenwood team will also provide advice and contacts.

#### **Contact**

For an initial discussion please contact [greenwoodforum@outlook.com](mailto:greenwoodforum@outlook.com) or 0115 9932591 for an initial chat