

## **ROLE DESCRIPTION: Secretary**

- Gives due notice of all general meetings (AGMs and EGMs) to all group members.
- Gives due notice of committee vacancies to all group members.
- Arranges suitable locations for committee meetings.
- Prepares and issues agenda for all general meetings and committee meetings.
- Records the minutes of all general meetings and committee meetings and issues copies to BCS Member Groups Team.
- Must send an electronic copy of each set of approved minutes to the Member Groups Team (groups@hq.bcs.org.uk).
- Handles correspondence between Member Groups Team and the Member Group.
- Maintains a Member Group committee address / contact list, ensuring that updates are notified to Member Groups Team.