

Outstanding Park Society Roles

Secretary

Duties:

- Organise the AGM
 - Identify and book the venue and catering
 - Find and book speaker
 - Assemble the Annual Report
 - Distribute the calling notice and papers
 - Email
 - Post
 - Set up and run the event on the day
- Society Insurance
- Maintain hardcopy archive of minutes of Execs and AGMs and other documents
- Agree Exec dates and book venue for meetings
- Maintain the list of contact information for Exec members and Helpers

Input needed:

About 1 -2 days per month (mostly focussed in the run up to the AGM)

Minutes Secretary

Duties:

- Exec Minutes
 - Draft
 - Finalise and get Chair signature
 - Archive
- AGM Minutes
 - Draft
 - Finalise and get Chair signature
 - Archive

Input Needed:

About 1 day per month