
TEMPLATE NO 2: A GUIDE FOR THE SECRETARY

[NAME OF ORGANISATION]

Memo to:

From:

Subject:

Date:

As Secretary of our organisation your responsibilities are to:

- Attend meetings
- Organise meetings with the assistance of the Chairperson
- Advise members of meetings
- Prepare meeting papers and agendas
- Attend committee meetings.
- Take minutes at meetings and distribute those minutes
- Keep comprehensive records
- Maintain membership lists
- Prepare funding applications in consultation with the committee and staff.