



TERMS OF REFERENCE FOR WARKWORTH DRAMA GROUP SECRETARY

As Secretary of the Warkworth Drama Group, you are responsible for the following:

1. **Meetings**

- a. Receiving agenda items from the committee, and circulating the agenda approximately a week before a meeting.
- b. Attending all meetings. Throughout the meeting, you should take notes and subsequently produce the minutes of the meeting. The draft minutes are then to be circulated to Committee members within 7 days of the meeting. These will be passed to the Chairperson for ratification and signature at the following meeting.
- c. Keeping a record of non-attendance by all committee members, as well as submitting apologies and reports from non-attendees.
- d. If you are unable to attend you should inform the Chairperson and should arrange for another committee member to take your place and assume your responsibilities in your absence.

2. **Records and Administration**

- a. Keeping up-to-date contact details for all committee members, and general members (as far as possible). You should also keep a list of names and addresses that are useful to the organisation.
- b. Keeping a record of the group's activities (to use in annual report).
- c. Filing any minutes and reports as appropriate and liaising with the Chairperson regarding maintenance of the archive.

3. **Upholding Legal Requirements**

- a. Acting as the custodian of the group's constitution.
- b. Ensuring quorum is present at all meetings, and that any elections are in line with the procedures in the constitution.
- c. Ensuring the group's activities are in line with the constitution.
- d. Monitoring that completion of membership forms is being carried out in accordance with the constitution.

4. **Communication and Correspondence**

- a. Responding to all committee correspondence, excepting that which has come via the website, and that which is directed to the treasurer or chairperson.
- b. Filing all correspondence received, and a copy of replies sent.
- c. Keeping a record of publications (either in hard or soft copy) for the archive.
- d. At the AGM you are to produce a Secretary's report covering changes in group and committee membership, meetings and attendance figures and cast numbers.

Chairperson, Warkworth Drama Group

I certify that I have read and understood the TORs described above.

Signature:

Name and initials:
(in block capitals)

Date: