



Secretary Skills

Have you just been appointed Secretary for your group? Perhaps you are thinking of standing for Secretary in the future, or you have been a Secretary for a while and want to brush up on your skills? Then why not come along to our Secretary Skills session? It promises to be informal, informative and fun with lots of opportunity to meet members of other groups and share ideas.

Main duties for a Secretary include:

- Taking minutes of meetings and ensuring that everyone receives a copy
- Informing the committee about correspondence sent to and from the group
- Writing and receiving letters on behalf of the group
- Preparing the agenda for meetings (with the Chair)



The session will cover:

- Organisational skills
- Minute taking
- Computer skills
- Event management skills
- Communication skills

