



the lovelace theatre group

Secretary Role - Updated August 2016

Duties are :-

- Liaising with the Director of shows and creating or overseeing the design of any media related to the promotion of the upcoming productions.
- Minute taking of all meetings.
- Distribution of minutes to committee members in a timely manner and also providing the agenda of any meeting.
- Room bookings for meetings.
- Making any changes from mistakes that are identified.
- Completion of any administration type tasks.
- Collating the membership figures and ensuring that membership information is collected and maintained correctly and securely.
- Maintaining the Groups Dropbox account.
- Informing members of important information (such as news) by email.
- Attendance at committee meetings and reporting on administrative related matters.
- Attendance at the AGM to report on administrative related matters.
- Committee membership will also include joint responsibility of the wider areas of managing the group eg various policies, regulatory requirements and Health & Safety issues.