

Role of Second-Wind Ensemble Secretary

The role of the Secretary is to be responsible for the effective communication within the band, within the committee, and to external stakeholders, of any relevant information approved by the committee. The Secretary is responsible for the management of the Second-Wind Ensemble's records and to regularly report on any communication to both the committee and the Ensemble's members. The Secretary is a member of the committee executive.

Desirable Attributes:

- Good organisational skills
- Good computer skills
- Effective written and verbal communication skills
- Ability to keep confidential matters confidential

Specific duties include but are not limited to:

- Maintaining records of the committee and ensuring effective management of the Ensemble's records
- Managing minutes of committee meetings, AGM and special meetings including recording the minutes and ensuring access to members promptly after each meeting (no later than seven days) and maintaining signed copies of the minutes
- Developing the agenda in consultation with other committee members and distributing prior to the meeting
- Being familiar with all current Ensemble documents, policies and protocols to note applicability during meetings
- Ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enabling and authorising people to help with the committee's business.
- Ensuring that the records of the Ensemble are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes and other official records
- Ensuring that official records are maintained of members of the Ensemble and committee and that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensuring an up-to-date copy of the Rules is available at all meetings
- Ensuring that proper notification is given of committee and Ensemble meetings as specified in the Rules
- Preparing a calendar of events, gigs and holidays at the beginning of the year for distribution to members
- Managing the general correspondence of the committee except for such correspondence assigned to others
- Helping and leading the committee in providing systematic communication from the committee to Ensemble members and other relevant stakeholders
- Providing a summary of committee minutes for distribution to all Ensemble members when requested

- Acting as the Public Officer for the Ensemble
- Being a committed member of the Committee Executive