**How to be a Secretary :**

Congratulations on being elected as your group’s secretary!

The role of secretary is to ensure everything in your group runs smoothly and to organise meetings, events, handling all communication aspects of the group.

Great organisational and communication skills are vital to this role as you are the main contact for receiving and sending administrative details of all events to keep the group’s members informed of what is going on.

**Key Responsibilities**

- Request bookings for facilities/rooms/transport

- Producing agendas, keeping minutes of meetings and issuing copies of these to the committee and group members

- Create and maintain an inventory of your group’s equipment

- Checking equipment is safe to use before and after use

- Regularly review the group’s constitution to ensure it reflects current activity

- Oversee the group’s email and respond to queries

- Be the lead liaison between your group and any external contacts

- Help to complete risk assessments for regular sessions and tailored assessments for each event

- Completing and submitting all required information on the event proposal form for activities outside of regular sessions

- Encourage group collaboration, working with the rest of the committee in event planning. Taking a lead on the organisational and logistics side to this.

- Ensure accident report forms are completed and returned to the SU

- Upkeep of the group’s web page on the SU website and update accordingly with any new and relevant information on events/sessions/important updates

- Ensure all events are published to the SU website to inform members

- Keep track of members and their information (to be kept in a safe and secure place for GDPR) and sending out group emails

- Ensure all promotional materials are reviewed before posted and adhere to SU policy

**Responsibilities towards the end of the year:**

- Planning of the AGM (annual general meeting) including a room booking request. Taking minuets and emailing them over to activities afterwards.

- Organise committee elections

- Assist in the completion of the handover document and reaffiliation

**Key Links:**

Inventory

[Inventory-Template.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesu.org.uk%2Fpageassets%2Factivities%2Fhub%2Felections%2FInventory-Template.xlsx&wdOrigin=BROWSELINK)

Running Meetings and how to take minuets

[SU-Running-Meetings.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesu.org.uk%2Fpageassets%2Factivities%2Fhub%2Felections%2FSU-Running-Meetings.docx&wdOrigin=BROWSELINK)

AGM guidance

[AGM-Guidance.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesu.org.uk%2Fpageassets%2Factivities%2Fhub%2Felections%2FAGM-Guidance.docx&wdOrigin=BROWSELINK)

[AGM-Minutes-Template.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesu.org.uk%2Fpageassets%2Factivities%2Fhub%2Felections%2FAGM-Minutes-Template.docx&wdOrigin=BROWSELINK)