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**How to ….. be a Secretary**

This guide is to help you identify the key roles & responsibilities of your committee. In order to have a successful committee it is important you understand what is expected of your role. Some groups may operate with different roles and this list below is not exhaustive. Smaller committees will have some of these roles amalgamated so it is up to your committee to decide on responsibilities for your activity group. As a committee it is your joint responsibility to ensure that the activity group runs smoothly so be aware of what your fellow committee members are doing and help out where necessary.

**Secretary**

This role is key in ensuring that things run smoothly for your activity group. Emails need to be written, rooms need to be booked, risk assessments need to be completed, competitions need to be entered and above all you need to communicate what’s going on to your members so they stay interested and stay involved in your activity group.

*Key responsibilities:*

* Ensuring that all promotional materials adhere to SU communication requirements and is submitted to SU Activities Team prior to circulation.
* The general administration of the Activity Group includes two-way communication with SU. Any members’ personal information must be kept in a safe and secure place for GDPR.
* Request bookings for facilities/room/transport but also to cancel in advance if no longer required
* Producing agendas, keeping minutes of meetings and issuing copies of these to committee members and members. Ensuring that members are kept up to date.
* Updating any group information on the SU website.
* Helping to complete risk assessments for all activities and submitting to your manager.
* Completing and submitting all required information in events/trip packs for organised activities, which are in addition to regular activities.
* Maintaining an inventory of equipment and taking responsibility for it until it is handed back to SU for safe keeping at the end of the season & academic year.
* Checking equipment before and after use to ensure it is safe for use
* Work with the rest of the committee in event planning
* Plan AGM including Room Booking (See how to Guide to room booking) and Communicating information to members and minute taking (See How to Guide to minute taking)
* Ensure that all events are effectively publicised to your members requested from the Activities Team when necessary.
* Ensuring that accident report forms are completed and submitted to SU. Contributing to the termly reports which are submitted to the Activities Team and is given to the new incoming committee members
* Assist in the completion of the handover & affiliation pack for the next committee
* Any other duties as agreed by the committee