

# **SHEET & TILMORE ALLOTMENT ASSOCIATION**

## **Committee: Roles & Responsibilities**

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### **Secretary**

**Role:** To support the Chair by organising meetings and taking and distributing minutes of these. To facilitate communication amongst the committee and, when appropriate, the members and councils and to help ensure that the conditions of the constitution are met.

#### **Responsibilities:**

- Agree dates for committee, AGM and any other meetings and book location.
  - Send committee members the agenda.
  - Take minutes and circulate these promptly for approval of the committee with the final copy being posted on the website.
  - If meeting dates or location need to be altered, inform all committee members of the changes asap.
- AGM
  - Prior to AGM - retrieve rose bowl (Sheet), Tilmore cup, best newcomers' cups
  - Agree date with the rest of the committee and book room
  - Ensure that the Treasurer has a few hard copies of the audited, agreed and signed off accounts, as well as an electronic version
  - Ensure seed catalogues and seed order forms are available
  - Print off attendance sheet
  - Have Tilmore cup engraved
  - Raise agenda and circulate to committee for comments
  - Print 20 copies of the agenda, three copies of last year's AGM minutes
  - Check that minutes, agenda and accounts are posted on website
  - Check all members are informed of date/time of AGM and post notice on notice boards
  - Check trading secretary has potato, and pre-order forms (shed)
  - Print vouchers for 1st, 2nd, 3rd prizes for Tilmore and Sheet
  - Provide the Secretary's report at the AGM.