

Lambeth Art Association
Job Descriptions for Executive and Convenor Positions

4. Title: Secretary

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General Description of Position:

- Attends and keeps a record of the proceedings of all meetings;
- Keeps charge of the records and documents pertaining to the business of the LAA;
- Deals with all correspondence;
- Has the authority to make minor corrections to documents;
- Keeps on file paper and electronic copies of the Constitution, Policy and Procedure, and other documents pertaining to the business of LAA.

Skills Required (*technical or otherwise*): Basic computer skills, access to computer and word program. Attention to detail. Good organization.

Approximate Amount of Time Required (*daily, weekly, monthly, annually?*): Approximately two hours of meeting time per month plus one hour following each meeting to type up minutes.

Can this job be shared/shadowed? Yes.

Comments, Suggestions and Helpful Hints: Attends scheduled Executive Meetings, monthly general meetings, and the annual general meeting and records minutes of proceedings. Submits minutes to the President for approval before circulating to others. Sends out correspondence as requested (cards, invitations, announcements, etc.) Maintains a file of all meeting minutes and documents for successor.