BEAN ALLOTMENT ASSOCIATION

The Secretary

The Secretary's job usually falls into three main areas:

- Taking minutes at meetings
- Keeping people informed
- Receiving and responding to messages, emails and other correspondence on behalf of the group

Taking minutes at meetings

Taking minutes is often the main job of the Secretary. Minutes are simply notes taken during the meeting to remind you what was discussed and agreed. A few central points to remember are:

- Don't try to write everything down – it's impossible and not useful.
- Concentrate on getting down what has been decided, and who is going to do it./
- Listen carefully to the discussion and think about what overall points are being made.

Keeping people informed

There is a basic level of communication needed in every group:

- Committee members need to know the date, time and place of the next meeting, and receive minutes and an agenda.
- The people you are trying to reach and include in your group need to know you exist, what you are doing, and how to contact you and get involved. How much, and what sort of publicity you need will depend on exactly what you are trying to do. It's not up to the Secretary to make all the decisions about your publicity and communication – the committee needs to think about this and divide up and delegate tasks. There are also lots of different ways of communicating with each other. You need to work out what suits your members best and might want to use a mix of different methods, such as social media as well as printed flyers

Receiving and responding to messages, emails and other correspondence on behalf of the group

The Secretary, along with the Chair, is often the contact for information from other organisations or any formal communication with the group. The Secretary and Chair are also often the advertised contacts for people interested in joining the group. The Secretary's role is to make sure that any information they receive is dealt with. This doesn't necessarily mean doing it all yourself but making sure that someone is. For example, an invitation to attend an event could go to the next committee meeting and an enquiry from someone interested in joining the group could be passed on to another committee member.

Summary

1) Taking minutes at meetings
2) Keeping Committee members and tenants informed of any relevant business
3) Receiving and responding to messages, emails and other correspondence on behalf of the group
4) Together with the Treasurer maintaining the contact list of members & the site plan.
5) Together with the Treasurer maintaining a waiting list of new members and together with the Allotments Manager obtain the new tenants' signatures to the tenancy agreement and Data protection statement before issuing the allotment key.