Woodbury Community Hall
Woodbury Lane
Axminster
Devon, EX13 5TL

Role and responsibilities of Secretary at Woodbury Community Hall

Email: secretary@woodburycommunityhall.co.uk

Role: Minute secretary at AGM and committee meetings.

This is a key role within the committee and the incumbent can be a trustee of Woodbury Community Hall as registered with the Charity Commission. The role is entirely voluntary and no remuneration, pay or travel expenses are offered.

Owner: ?

Responsibilities:

1. Arrange dates for the AGM and other committee meetings. Inform committee members and all hall users of these dates.
2. Circulate the minutes of the previous meeting, approximately two weeks before the next meeting, to all committee members and hall users.
3. Liaise with the Chairperson over Agendas for the meetings.
4. Receive and act on emails from ‘Devon Communities Together’. Forward these to the Chairperson when deemed necessary, ie regarding availability of grants that may be available for the Hall.
5. Notify all regular and advance bookings of keycode change annually