



## **Role Description**

### **Semi-Circle Secretary**

#### **Purpose**

To support the President and the committee and to keep a record of the business of the club and the committee. To ensure transparent communication within the committee and to keep committee members up to date with information whether it is internal or external. The secretary should assist the President in the completion of their tasks and help with the supplying information to the committee to help the decision making process.

#### **Accountabilities**

- To minute committee meetings and issue timely minutes between committee meetings.
- To call the AGM by informing the club membership and minute the discussions.
- To hold an administrative record of all club business
- Ensure committee decisions are made according to the Semi-Circle Statutes
- Deal with all correspondence for the club and, where necessary, bring it to the attention of the committee in a timely manner.
- Act as a signatory for the Club in all legal and financial purposes.
- Focus the Committee's attention on matters of Club governance.
- To be the legal address of Semi-Circle, Basel
- To assist the committee members administratively where necessary to ensure smooth running of the club.
- To set an example of behaviour in the Semi-Circle.

#### **Attributes**

- An appreciation of the level of detail that needs to be achieved for the successful administration of the club.