



## Secretary

### Job Description

---

**Primary Objective :** To keep accurate records of the groups dealings

**Responsible to :** President

**Relationships:** Committee, Dressage NZ, Members

#### **Key Responsibilities:**

To record inward & outward correspondence

Compile meeting agendas in consultation with the President and distribute to Committee

Compile AGM agenda in consultation with the President

To take minutes at committee meetings and Annual General Meeting

To distribute committee meeting minutes to committee in time frame set by committee

To collect mail and distribute

#### **Personal Requirements**

- Computer literate
- Good organisational skills
- Attention to detail