



Club Secretary : Role Description

Club Secretary: (Stipend of \$100 pcm)

Call Committee meetings (in person or via the Club's video conferencing account) in consultation with the Club President

Liaise with Committee members for agenda items to be discussed at the next Committee Meeting; compile and issue the agenda to include reports from Treasurer, Membership Secretary and Editor.

Call the Annual General Meeting in accordance with the Club's constitution and in consultation with the Club President.

Take and issue minutes of all Committee, Special and Annual General meetings

Generate emails to members via MoST system as and when needed in consultation with Committee members (especially the Events Coordinator and Magazine Editor).

Responding to emails from members and the public.

Maintain the website via MoST online system especially the Events page.

Estimated Time Commitment Required

On average, a couple of hours a week.

Ideal Person?

- Passionate about the Jaguar Marque
- Enjoys networking and cooperating with fellow enthusiasts
- Admin skills
- Enjoys using their computer/nerdy person!