

Weston-super-Mare Chamber of Commerce



Secretary

This role supports the President with particular reference to current issues, Chamber policy and personnel and local groups. The incumbent is required to be a current member of the Chamber.

Responsibilities include:

- Collaborating with the President to compile the agenda for forthcoming meetings and circulating it to members (and any visitors) via email, or mail if necessary
- Attending Chamber meetings, Executive and Member
- Circulating an attendance sheet and taking minutes at those meetings
- Passing the draft of those meetings in electronic format to the President for signing off
- Notifying relevant individuals of any actions recorded in the signed-off minutes that they are required to undertake
- Uploading the approved version of those minutes to the document library of the Chamber website and notifying members via email that the minutes are available to view
- Working with the President to ensure the functionality and accuracy of the Chamber website and ensuring that any invoices associated with the domain name, the website maintenance agreement and any other Chamber activities are passed to the Treasurer and paid punctually