

Highland Disabled Ramblers (HDR)

Role Description Secretary

The Secretary works closely with the Chair and Committee to collect and collate all information required. All information to then be filed adequately, to include Minutes of Meetings.

Supports HDR Chair and Committee, ensuring current legislation and guidelines for a charitable organisation are adhered to, thus ensuring that the credibility of HDR is not compromised.

The Secretary will:

Circulate Minutes of Committee Meetings, prepare agendas, organise all paperwork and correspondence, also distribute information as required. Advise Committee of Dates and Events upcoming.

UK (GDPR) (General Data Protection Regulations), ensure the GDPR are adhered to. Keep and maintain up-to-date digital and paper records on behalf of HDR.

Communicate with the Committee, HDR Members and Volunteers regarding policy and current activities as required via email, telephone, newsletter.

Record HDR Committee actions and activities undertaken.

Co-ordinate communication with other interested organisations/groups and individuals regarding the work of HDR, via email, website and Facebook links.

N.B. If necessary the role of Secretary could be split into two Co-Secretaries, the tasks shared by mutual agreement.

Contact: Chris Gilmour, HDR Chair - chair@hdrmail.org