**HSC Secretary Job Description**

* Organise general committee meetings: work with the commodore to send out the agenda and papers one week prior to the meeting to the general committee members, attend and minute the meetings (4 meetings per year, held on Teams on weekday evenings).
* Organise the AGM, sending out the agenda and notice of meeting in the required timescale, take minutes.
* Ensure that all club policies are kept up to date and reviewed by the relevant committee or officers as specified in the master policy log.
* Maintain the files in the MS365 secretary folder in a user friendly, organised fashion.
* Ensure that the insurance is kept up to date and that any returns required, for example by the RYA are submitted.
* Follow any guidance given from the RYA on the matters listed above.

This is an important role within the club. You will be working closely with the commodore (Rachel) and the other officers, to keep the club running smoothly. You will have use of a club laptop that is set up to access to the files and information that you will need to do the job. We are looking for an organised person who has time to do this role and who can work well with the existing team, being an effective communicator. In return, I believe that the more that you put in to the club, the more that you will get out of it.