



CLOK Secretary's Job

Note from Joan Selby

I will be standing down as CLOK Secretary at the AGM in October this year and have decided to list the duties I undertake to fulfil this task. It is not a difficult job and I hope that this will encourage other people to consider taking on this role.

Joan Selby

CLOK Secretary's Job Description

1. Arrange committee meetings on the second Monday of each month with the exception of August when no meeting is held.
2. Co-ordinating with Chairman and from information received, create an Agenda for each meeting and circulate around the committee as well as other listed, interested parties during the week prior to meeting.
3. Receive information from the Officials Finder and maintain and circulate Events Programme to the committee attached to the Agenda.
4. Attend committee meetings and make notes in order to publish and circulate minutes for the meeting as well as updated Events Programme.
5. Once the previous months minutes are approved at committee, send them to the CLOK Webmaster (Alastair Mackenzie) to publish on the CLOK web site.
6. Receive communications from British Orienteering and circulate as appropriate.

The AGM in October

In recent years the AGM has replaced an ordinary committee meeting on a date decided at a committee meeting.

1. Book a room big enough to take about 30 people with kitchen facilities to make drinks etc.
2. Co-ordinating with Chairman, publish AGM notice at least one month ahead in Tchimes and on the web site.
3. Co-ordinating with the Chairman, publish the Agenda on the web site two weeks prior to the AGM.
4. Attend the AGM and make notes in order to circulate around the committee – once approved they can be published on the web site.