



## Thornbury & South Gloucestershire Amateur Radio Club

The Chantry, Thornbury, Gloucestershire. <http://tsgarc.uk>

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### Terms of Reference : Secretary

The information specified below describes the responsibilities of the Secretary:

- Minute club meetings of any type
- To present the Secretary's report at general meetings
- Produce Documents & Letters as required
- Maintain membership records in association with the Treasurer
- Maintain in conjunction with committee & members a programme for the club
- Store offline archive of club records
- Ensure a comprehensive and complete handover of duties, knowledge and all club data/records to your successor so the club business is not impacted.