

Royston Arts Festival Secretary Role description

The Secretary is the chief administrative officer of Royston Arts Festival and is responsible to the Chair of Royston Arts Festival and the Management Committee.

Responsibilities and Duties

The Secretary should:

- prepare the agenda for Management Committee meetings in consultation with the Chair and send adequate notice of the meetings.
- make arrangements including venue, date, times and hospitality for Management Committee meetings.
- collate and arrange for the printing of the annual evaluation report.
- call for and receive nominations for committees and other positions for the Royston Arts Festival Annual General Meeting (AGM).
- take the minutes of the Management Committee meetings and write them up as soon as possible after the meeting.
- respond to enquiries generated from the website.
- maintain an up-to-date festival events spreadsheet.
- maintain registers (of members' names and addresses, participants and sponsors) and files of legal documents such as the constitution.
- make funding applications on behalf of the festival and liaise with sponsors.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of Royston Arts Festival is half an hour to an hour per week but will vary throughout the year.

The Secretary is appointed for a one year period.