

RICHMOND AMATEUR DRAMATIC SOCIETY

Terms of Reference

SECRETARY

JOB DESCRIPTION & REQUIREMENTS

The Secretary is responsible for producing communications as directed by the RADS committee.

The Secretary should have access to, and be confident with, the Internet and e-mail and with the provision of documentation in commonly available digital formats such as Word documents and PDFs.

The Secretary should liaise closely with the RADS committee and the RADS Chairperson.

SPECIFIC RESPONSIBILITIES

- ▶ The provision of minutes after a RADS committee meeting detailing all decisions taken, persons responsible and timetable set.
- ▶ Obtaining Licences for productions.
- ▶ Obtaining scripts for productions liaising with the play's Director.
- ▶ Writing letters as directed by the RADS committee.
- ▶ The provision of an agenda for RADS committee meetings in consultation with the Chair.
- ▶ Sending out documents for RADS Annual General Meetings. These will normally be an agenda, nominations for committee posts, nominations for annual awards e.g. the Lindon medals and the minutes of the previous year's AGM.
- ▶ Providing the Treasurer with details of all expenditure that has been undertaken on behalf of the society. This will normally be through invoice and communicated in a timely manner.
- ▶ Communicating invitations to VIP guests and arranging appropriate arrangements for meeting and greeting at RADS performances usually in liaison with the RADS President and other committee officers.