Rogaining Tasmania Position Description

SECRETARY

QUALIFICATIONS

- Organised
- Good overview of rogaining in Tasmania

DUTIES

- Organise general and committee meetings
- Prepare and circulate agendas
- Take minutes
- Maintain a record of all past meetings
- Be a signatory to the organisation's bank account

DOCUMENTS

REFERENCE

- RT Constitution

TO BE PREPARED

- Meeting agendas
- Meeting minutes

MATERIALS

EQUIPMENT

LIAISON

- President
- Treasurer
- General Committee members