

Group Secretary (as amended)



LWR Committee Meetings

Book the room
Prepare and distribute an agenda with attachments from others
Take and distribute minutes.
Time spent: 2 to 3hrs per meeting

AGM

Book the room
Send invite to AGM to all LWR members
Sort out the food and wine
Prepare and distribute AGM booklet
Take and distribute minutes
Time spent: 5 hours

West Riding Area

Attend meetings or invite others to attend
Deal with correspondence (there is virtually none)
Time spent: 1 hour per year

Ramblers Head Office

Deal with Correspondence. Mostly invitations to go on courses which are forwarded to members or the committee as appropriate.
Time spent: 1 hour per year

Enquiries

Respond to emails from non members who want to walk with us. Often questions about a specific walk.
Ignore emails from commercial organisations who are trying to advertise through us.
Forward emails about things that may be of interest to members or the committee as appropriate.
Time spent: 1 hour per month