

Role Outline:

North & East Scotland Sailing Secretary

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.

Responsible to: Chairman
aspects of NESS activities

Responsible for: Administrative

Main Duties	Skills Required
<ul style="list-style-type: none">Record minutes of each meetingProvides an accurate record of decisions takenReports regularly to the NESS Board on correspondenceCollect and submit reports to the BoardMaintain the records for the organisation	<ul style="list-style-type: none">Great organisation skillsGood administrative/IT skillsCommunication skillsAttention to detailAbility to handle correspondence and information carefullyConfidence with note taking

The Commitment we are looking for

Meetings are held 3 - 4 times per annum in venues around the Aberdeen City, Aberdeenshire, Angus and Dundee area. The AGM is held in May each year. The term of office is 3 years starting in May 2010. Reports are required from you quarterly. You will need your own IT equipment and to attend meetings around the area mentioned previously. It is expected that this role will take some 2 hours per month.

Our Commitment to you

Where possible, mentoring and/or training will be made available. We will provide you with historic data and the files, as well as any other relevant information