



## **Secretary**

### **Role**

- The Secretary is generally responsible for day-to-day administrative tasks of ACEA.
- In consultation with the Chairperson, the secretary will typically prepare the agenda, minutes, and action sheet, i.e. a record of the process, deliberations and outcomes of the meeting, tailored to the needs of ACEA.

### **Responsibilities**

- maintain a register of members;
- arrange meetings;
- send out notices for meetings;
- assist the chairperson to prepare the agenda;
- advise the Chair on procedure as required;
- anticipate matters to be attended to by the committee, plan the agenda ahead and plan the collection of required material for consideration by the committee or working party;
- keep minutes and records;
- attend to correspondence including the preparation of follow-up correspondence indicating decisions made at each meeting;
- make sure all letters and other documents are properly filed;
- organise activities and events;
- conduct necessary elections for membership to the Executive.