

Secretary

Responsible with the Chairman for the smooth planning and running of Management Committee (MC) meetings, related reports and minutes, the AGM, and compliance with regulations.

1. **MC meetings.** In conjunction with the Chairman, will plan MC meetings, including agreeing dates, will prepare and distribute agendas, together with any supplementary papers. Preparation and distribution of minutes.
2. **NFDS AGM.** In conjunction with the Chairman, arrange the AGM, issue notices, the agenda and any supplemental papers, and prepare and distribute the minutes.
3. **Compliance.** Ensure that NFDS is compliant with any necessary laws, regulations, membership requirements etc. and ensure that the appropriate reports or filings are made on a timely basis, as appropriate coordinating with other MC members with specific responsibilities. Examples may include the Charity Commission and RYA Sailability.
4. **Specific tasks or responsibilities.** In common with the rest of the MC, take on responsibility for specific tasks or responsibilities that arise from time to time