

Stroud Pride Committee

“Secretary”

Job description & Key responsibilities

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Authored by: Craig Sargent

STROUD
PRIDE

Job Title:

Secretary

Role Type:

Full committee member

About Stroud Pride Committee:

Stroud Pride Committee is a group of friendly, creative, and enthusiastic volunteers from the local LGBTQ+ community. Our mission is to celebrate Stroud's acceptance of its LGBTQ+ community through events like the Stroud Pride Picnic and to work towards a more inclusive and supportive society.

Job Description:

The Secretary will manage the administrative tasks of the Stroud Pride Committee, ensuring effective communication and organisation within the team. This role involves taking and distributing minutes, managing correspondence, and maintaining accurate records.

Key Responsibilities:

- Take minutes at committee meetings and distribute them to members promptly.
- Manage and respond to correspondence on behalf of the committee.
- Maintain accurate records of meetings, decisions, and actions.
- Ensure all members have access to relevant documents and information.
- Assist in organising meetings, including scheduling and agenda preparation.
- Support the committee with administrative tasks as needed.

Limits and scope of the role:

- The Secretary must act in accordance with the Stroud Pride constitution and committee guidelines.
- The role involves administrative tasks and does not extend to decision-making responsibilities unless specified.
- Ensure all activities and correspondence are strictly related to Stroud Pride operations.

Qualifications:

- Excellent organisational and administrative skills.
- Strong written and verbal communication abilities.
- Proven experience in taking minutes and managing records.
- Ability to work independently and ensure timely completion of tasks.
- Strong attention to detail and accuracy.
- Understanding of the mission and values of Stroud Pride Committee.