



# Hampshire Archery Association

**Chairman:** Mrs Margaret Taylor, 34 North End Grove, Portsmouth, Hampshire, PO8 2NG  
**Secretary:** Mrs Pauline Hunton, 1 Old Barn Close, North Waltham, Hampshire, RG25 2BW  
**Treasurer:** Mrs Louise Belbin, 50 Coulsdon Road, Hedge End, Southampton SO30 0JR

## **TERMS OF REFERENCE FOR SECRETARY**

### **SECRETARY DUTIES ARE:**

1. Responsible for the day to day running of the Association.
2. Produce and submit a report for the membership at the Annual General Meeting and all Executive Meetings
3. Produce minutes for meetings.
4. Issue meeting agenda in sufficient time to the Executive and club secretaries.
5. Book halls etc. for meetings.
6. Ensure dissemination of information to all relevant parties.
7. Where required undertake consultations with other members of the Executive.
8. Participate in the selection of nominations for awards at the Annual General Meeting
9. Make amendments to SCAS Green Book information relating to Club Secretaries, County Coaches and Judges.