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**LEEDS UNITED SUPPORTERS' TRUST**

**Secretary - Requirements of the Role:**

- Attend and lead board meetings once a month
- Liaise with the Chair of the Trust no later than a week before each meeting in order to produce an agenda
- Produce minutes of each meeting
- Circulate the agenda and previous board minutes to all board members a week before the next meeting
- Once a year organise the paperwork for the annual elections, liaising with both the membership secretary to obtain membership details and a 3rd party printer to post out the information to all members
- Once a year organise the with the team the annual general meeting (AGM) and necessary paperwork.
- Attend the AGM and organise the minutes.
- Respond to Member emails and queries
- Proficient in word, excel and regularly uses the internet (including e-mai