

Committee roles and responsibilities

(Please complete this as fully as possible)

- **Name of Post :** Secretary
- **This post is *Elected***
- **If an *Elected* post, how long is the term of office?**
2 year (maximum 6 years, subject to re-election)
- **Are there any requirements for this post laid down in the SHINE Constitution?**
No
- **What are the main duties & responsibilities of this post?**
 - Minute SHINE Committee meetings
 - Minute SHINE AGM
 - Maintain record of SHINE Committee Minutes
 - Maintain SHINE Policy and Procedures Manual
 - Provide support to SHINE Committee meetings eg liaise with guest speakers
 - Note correspondence for SHINE Committee meetings
 - Provide support to the Hazel Williamson Bursary eg receive applications from applicants
- **Are there other duties & responsibilities that the post holder has outwith SHINE (e.g. representing SHINE on other bodies, liaison contacts with other professional groups or individuals)?**

No
- **Are there any specific requirements or skills which the post holder would need?**
 - Organisational skills
 - I.T. skills
 - Ability to work as part of a team
 - Attention to detail