



Swindon Open Studios Committee Job Description

Position Secretary

Role Description Deals with all correspondence for the group and minutes all meetings. Specific tasks include:-

- Makes minutes of committee meetings and AGM.
- Checks on the emails for Swindon Open Studios (SOS). Working in conjunction with other committee members, delegating emails to the correct committee member, if it has not been answered within 3 days. Refer to the Chairperson, if concerned.
- Viewing messenger on Facebook / Instagram and answering if possible, or delegating them to the correct Committee Member

Person Spec

Enthusiasm for the Swindon Open Studios event (-:-)

Organizational and people skills

Accurate written, and good communication skills

Expected time

Attend one committee meeting per month and writing minutes 4 hours a month

Book meetings with venue - 30 min a month

AGM, book room, prepare documents produce minutes, 4 hours per year

Emails and messages 30 min to 1 hour a week - depending on how busy email is. This is a monitoring role, and can be shared with the chairperson