**Highland Disabled Ramblers (HDR)**

 **Role Description Secretary**

**The Secretary works closely with the Chair and Committee to collect and collate all information required. All information to then be filed adequately, to include Minutes of Meetings.**

**Supports HDR Chair and Committee, ensuring current legislation and guidelines for a charitable organisation are adhered to, thus ensuring that the credibility of HDR is not compromised.**

**The Secretary will:**

**Circulate Minutes of Committee Meetings, prepare agendas, organise all paperwork and correspondence, also distribute information as required. Advise Committee of Dates and Events upcoming.**

**UK (GDPR) (General Data Protection Regulations), ensure the**

**GDPR are adhered to. Keep and maintain up-to-date digital and paper records on behalf of HDR.**

**Communicate with the Committee, HDR Members and Volunteers regarding policy and current activities as required via email, telephone, newsletter.**

**Record HDR Committee actions and activities undertaken.**

**Co-ordinate communication with other interested organisations/groups and individuals regarding the work of HDR, via email, website and Facebook links.**

**N.B. If necessary the role of Secretary could be split into two Co-Secretaries, the tasks shared by mutual agreement.**