



THE SCOTTISH TOUCH ASSOCIATION

JOB DESCRIPTION - Secretary

Vision

To maintain a consistent and accurate communication system between the STA, its office bearers, committees and its members

Responsibilities

1. Co-ordinating Board Meetings;
2. Taking minutes;
3. Vehicle for communication from the STA to its Members;
4. Vehicle for communication between the various STA Committees;
5. Publicising date of AGM and circulating papers as appropriate.

Key Competencies

Communication skills

Organisational Skills

Relationship Building

Desirable Competencies

Knowledge of the STA structure

Outward Focus