

Chester & North Wales CTC - Secretary's Role

1. To arrange Committee meetings and the Annual General Meeting, and to produce and circulate minutes of the meetings.
2. To present the Annual Report to the AGM
3. To register volunteers with CTC National Office (this could be a separate Committee role).
4. To liaise with the Treasurer to ensure that annual audited group accounts are sent to National Office.
5. To register Club events with the CTC Events Co-ordinator for inclusion in 'CTC Tourist Competition Events', and 'Cycle', or its equivalent publicity forum.
6. To act as a point of contact between National Office and the Club.
7. To liaise with the Website Editor (rides lists, events, and news items of interest).