



## **Role Title: Secretary**

### Role Description

#### **Overview:**

The Secretary plays a crucial role in ensuring the smooth operation of our annual local festival/fate, which attracts thousands of attendees each year. This position involves maintaining accurate records, managing communications, and providing administrative support to the festival organising committee.

#### **Responsibilities:**

- **Record Keeping:** Maintain organised records of committee meetings, decisions, and actions taken. Keep a comprehensive archive of past festival-related documentation.
- **Communication:** Manage and distribute internal and external communications related to the festival. This includes emails, memos, and updates to committee members and external stakeholders.
- **Meeting Coordination:** Schedule and coordinate meetings of the organising committee. Prepare and distribute agendas, take meeting minutes, and ensure follow-up on action items.
- **Document Management:** Assist in drafting and editing documents such as event schedules, permits, contracts, and committee reports. Ensure all necessary documentation is completed accurately and on time.
- **Correspondence:** Handle routine correspondence on behalf of the committee, including thank-you letters, and inquiries from vendors, sponsors, and participants. Passing these on to relevant committee members where necessary.
- **Vendor and Sponsor Support:** Assist in the communication with vendors, sponsors, and partners. Maintain records of agreements, contracts, and payment schedules.
- **Event Logistics:** Collaborate with other committee members to ensure that festival logistics, such as permits, insurance, and venue arrangements, are in order.
- **Festival Promotion:** Support the promotion of the festival through social media, email newsletters, and other communication channels.

#### **About you**

This role would suit someone with:

- Strong organisation and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in office software (e.g., Microsoft Office or Google Workspace).
- Attention to detail and accuracy in record-keeping.
- Ability to work collaboratively in a team.
- Previous experience in event planning or committee roles or a desire to learn.

#### **Time Commitment:**

This role typically requires one to two days a month spread over the year, most often keeping an eye on the email inboxes, arranging committee meetings and keeping meeting minutes. Leading up to the festival you should expect increased time commitment in the weeks immediately before the event.

**How to Apply:**

If you are interested in this role please fill out the form here: <https://forms.gle/yscFh5EWbxjYSWBu6>

This role is decided by election at the Plumstead Make Merry's Annual General Meeting (AGM) – – time, date and place tbc.

We will aim to speak to everyone interested in a role before the AGM, please indicate the best times to contact you in your form. If you would like to talk to us about this role, or any of the others before submitting please email: [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)