

RPS Landscape Group SIG - Secretary's Responsibilities

- Arrange an annual schedule of committee meetings and dates and ensure that all committee members are informed of the schedule.
- We have 2 – 3 face-to-face meetings per year.
Arrange the time and venue in a central location.
The present location is Smethwick.
- Arrange all other meetings by teleconferencing using Skype.
- Compile Agendas for all committee meetings and circulate them a week before each meeting.
- Record the minutes and distribute them to the committee within 7 – 10 days.
- On a monthly basis, send an email letter to all new members to provide information about the Landscape SIG and our links to the website.
- Send a short letter to members that have left the group, asking them their reasons for leaving. This is to enable us with future planning.
- Maintain contact with regional organisers.
- In conjunction with the Chairman, arrange an AGM, together with organising the nominations and elections to the committee in accordance with the group's constitution and relevant society procedures.
- Be an active participant and contributor to all the work of the committee.

I have arranged and led one field trip in our first year and helped to arrange a weekend field trip in our second year. I plan to organise further field trips in the future in addition to my secretarial duties.

Pauline Benbrook
Secretary
RPS Landscape SIG