**SPAA SECRETARY JOB DESCRIPTION**

1. Maintain waiting list
2. Show round potential plot holders
3. Issue Licence Agreements and Shed licences to newcomers
4. Keep register and details of plot holder renewals and working party attendance etc
5. Maintain Plotholder files
6. Issue renewal notices last 2 weeks of September
7. Issue and post/deliver plotholder renewal forms and liaise with Treasurer over payments
8. Organise AGM, sending out agenda 3 weeks beforehand and booking Rose Room.
9. Issue minutes from AGM and other committee meetings
10. Issue agenda for committee meetings
11. Send minutes of meetings to Parish Clerk
12. Organise engraving of SPAA cup
13. Renew and laminate safety notices round site
14. Post up plan of committee members
15. Help organise Open morning
16. Provide refreshments for working parties
17. Write and circulate monthly newsletters and other comms as appropriate.
18. Periodically check First Aid box and renew/replenish supplies as needed.