

Amber Valley Branch Secretary Required

Our current Branch Secretary, Nora Harper, is standing down at the Branch AGM, to be held on Thursday February 27th 2020, 8pm at the Old Oak, Horsley Woodhouse, and on behalf of the Branch I would like to thank Nora for all the work she has done in that role.

Branch Secretary is a Committee position and is vital for the future smooth running of the Branch that it is filled. I quote below Nora's summary of what the post entails:-

Recording, typing up and issuing minutes of Branch, Committee and AGM meetings.

Dealing with action points arising from above, including booking venues for future meetings.

Receipt of weekly HQ mail outs, noting and relaying their contents to Branch meetings plus preparation for those meetings.

Monthly submission of Branch diary dates to What's Brewing plus same to Derby Drinker, Nottingham Drinker, Mild & Bitter and In the Sticks.

Reporting quarterly to the Regional CAMRA Secretary prior to Regional Meetings.

Ordering certificates for Pub of the Year and other awards made by the Branch from HQ.

Amending names of Branch Officers in the CAMRA database when such changes occur.

Acting as the Branch's official contact to receive mail from HQ, Regional Director Etc.

As you will see from this list the post of Branch Secretary puts the incumbent right at the heart of Branch affairs. As Branch Chair I sometimes have to refer to the Branch Secretary to keep me on the straight and narrow. If you are interested in taking on this post, or would just like to discuss it, please do not hesitate to contact me.

Chris Rogers
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