

## **SAVE THE DAVID LEAN CINEMA CAMPAIGN CIC**

### **SECRETARY**

#### JOB DESCRIPTION

1. To minute the monthly meetings of the Committee, to clear these with the Chair and circulate an agreed version. To agree an agenda for these meetings with the Chair beforehand and circulate it.
2. To organise the Annual General Meeting of the Campaign including arrangements for election of Committee members
3. To arrange for the appointment of paid staff, the preparation of contracts of employment for them and the up-dating of these contracts to reflect changes in pay and hours.
4. To minute other meetings for instance with the Council as necessary.
5. To prepare draft letters for the Chair as necessary.
6. To prepare and agree changes to the Campaign's constitution and Articles of Association.
7. To organise the appointment of Directors and liaise with Companies House as necessary including the annual return on our work as a CIC.

#### PERSON SPECIFICATION

A capacity to plan ahead.

Experience of preparing written work of various kinds to deadlines including, if possible, writing minutes of meetings.

Experience of contributing to the development of an organisation, playing a full part in discussions on new initiatives.

An interest in the cinema would be helpful.