ASSISTANT SECRETARY

# General

* Prepare and circulate Agenda for Committee meetings
* Take Minutes at General Committee Meeting
* Type up and circulate Minutes via e-mail to Committee members
* Maintain files of all minutes & correspondence
* Prepare "blank" forms for various uses i.e. auditions

# AGM

* Produce A.G.M. letter and Agenda
* Prepare Ballot Form for voting procedure at A.G.M
* Prepare and complete form indicating Committee attendance
* Take Minutes at AGM, type up and return to Secretary

# Auditions

* Prepare Audition Forms and photocopy
* Assist in administering audition procedures, liaise with Audition Sub-Committee
* Collect forms, arrange grouping etc
* Clear up and remove any litter after auditions
* Prepare cast list and email to all auditionees, Committee members and Production team
* Issue letters to Parents re participating children
* When children in cast, organise licenses and various permission forms for parents to complete