**Nomination form**Secretary of the Fleet House Lights Blues Club - 18/19

**Instructions for the use of this form:**

* All nominees for any committee office must be a member of the Club and in good standing.
* All Proposers and Seconders must be members of the Club and in good standing.
* All questions on this form must be completed even if the answer is, for example, N/A.

**Secretary's Purpose:**

* The general Day-to-Day running and administrative support of the club.

**Secretary's Key Responsibilities:**

* To prepare committee meetings, book venues and distribute agendas.
* Deal with general correspondence on the clubs behalf.
* Organise and maintain the clubs Marketing and PR, Including ‘The Deacon’.
* Maintain and update the clubs website and social media feeds.
* Maintain club records, policies, procedures and oversee the general running of the club.

**Name of Nominee:**

**Name of Proposer:**

**Name of Seconder:**

**Lodge Name / Number:**

**Signed:**