Secretary

The By-laws state: The Secretary shall be responsible for recording and archiving all minutes of the Management Committee meetings and General Meetings, financial reports, Club Newsletters and any documents which have lasting importance.

What this means is taking minutes at meetings and maintaining a folder with minutes, financial reports (provided by the Treasurer) and the newsletter (provided by the Editor). As for the "documents which have lasting importance", these are few and far between - a copy of the constitution, the bylaws and the club's charter. Of these, only the charter is an actual document.

The time demands a quite small – attendance at the Management Committee meetings (monthly, 2nd Wednesdays, 10am, about 1 hour; and the time to write up the minutes).