

GCN Secretary

Responsibilities for the elected official will entail;

- Calling, organising and minuting the GCN Council Meetings.
- Arranging the Agenda at all GCN Council and other meetings.
- Calling, organising and minuting the GCN's AGM and other official meetings.
- Notifying the membership of elections and ratifications of the appointment of GCN Officials and Representatives.
- Collating and maintaining the GCN Google Calendar
- Collating and publishing Member submitted articles on the website
- Producing and publishing the GCN Newsletter
- Exercising Member Clubs proxy votes at AGMs and other meetings as directed.
- Supporting the Council with ad hoc administrative tasks
- The preparation and submission of all non-financial returns required by the Council and other Statutory and Regulatory bodies.