

## **Branch Secretary**

1. You shall be an Officer of the branch.
2. You are to help the Chairman & Vice-Chairman in the administration of the Branch.
3. You are to be the Branch point-of-contact, receiving and sending emails and letters on behalf of the Branch.
4. You are to be able to take minutes of committee meetings and distribute them to the committee members in a timely fashion.
5. You are responsible for compiling a report of Branch activities at the AGM and for forwarding this to the DBKA General Secretary.