



Maritime Warfare School

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

HMS COLLINGWOOD OFFICERS' ASSOCIATION COMMITTEE MEMBERS JOB DESCRIPTION

COMMITTEE MEMBERS POSITION: OA SECRETARY

PRIMARY RESPONSIBILITY:

- a. Security Passes.
- b. OA Newsletters.
- c. Monitor areas of OA website dealing with security, access and Meeting Minutes.
- d. Reports to AGM and Committee.

PRINCIPLE TASKING:

- a. Process new and re-issued security passes.
- b. Field enquiries from members regarding the SARC.
- c. Compile and write the bi-annual OA newsletter.
- d. Compile reports for AGM and committee meetings.

COMMITMENT: 200 hours per year