



Maritime Warfare School

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

HMS COLLINGWOOD OFFICERS' ASSOCIATION COMMITTEE MEMBERS JOB DESCRIPTION

COMMITTEE MEMBERS POSITION: SECRETARY

PRIMARY RESPONSIBILITY:

- a. Arrange and attend the AGM.
- b. Arrange and attend Committee meetings. (4 per year)

PRINCIPLE TASKING:

- a. Produce calling notice and agenda for AGM and take the minutes.
- b. Distribute approved minutes to the website.
- c. Produce calling notice and agenda for committee meetings.
- d. Distribute approved minutes to the website.

MISCELLANEOUS:

- a. Research information on items as required from the minutes of OA meetings since the founding of the Association.

COMMITMENT: 33 hours per year plus any as required tasking.

D L Howe
Lt Cdr RN
Acting A/Secretary