

Background and Secretary Role and Activities

- 1 Better Wetherby currently has a number of Working Groups dealing with the following aspects:
 - 1.1 Communications/Publicity including Social Media etc.
 - 1.2 Finance
 - 1.3 Leeds Planning
 - 1.4 Harrogate Planning
 - 1.5 Services e.g. Health & Social Care, Education, Public Transport etc.
 - 1.6 Highways – Traffic & Pollution etc.
 - 1.7 Environmental, Ecology and Landscape

- 2 Secretary Role and Activities
 - 2.1 Act as general external contact point, mainly via email (Better Wetherby gmail account).
 - 2.1.1 Re-direct external inbound communications to appropriate members for their attention if/where required.
 - 2.1.2 Liaise with Working Group members including ensuring that information coming to the attention of the Secretary is made available to the relevant persons
 - 2.1.3 Maintain up to date details of active membership of Working Groups
 - 2.1.4 Compile and distribute external communications as required
 - 2.1.5 Ensure compliance with BW GDPR policy and requirements

 - 2.2 Arrange and coordinate Steering Meetings (frequency determined by activity levels - approx every 3-4 weeks)
 - 2.2.1 Venue
 - 2.2.2 Prepare and circulate agenda and supporting documentation to include items arising between meetings and those raised by Working Group members
 - 2.2.3 Attend meetings and assist in ensuring all items are covered
 - 2.2.4 Compile accurate record of proceedings; liaise with meeting Chairperson and circulate to active members with supporting documentation

 - 2.3 Be a member ideally of the Communications & Publicity Working Group – and other Groups if wished.

 - 2.4 Provide general support to the BW organisation where possible