**Secretary**

To be the main communication link between the Committee, Band and other organisations/individuals, including but not limited to:-

* Organising Committee meetings, the Annual General Meeting, preparing agendas and paperwork, and taking minutes;
* Manage and record all inward and outward correspondence, making sure the necessary actions are followed up;
* Co-ordinate and draft applications for grant funding in consultation with the Treasurer and other Committee members as appropriate