



Bracknell Conservation Volunteers
Post holder specification
Secretary

Task	Comment
1) Maintaining list of e-mail contacts for members of group	
2) Sending e-mails to BCV members of items considered of interest	
3) Taking printout of task record form/coronavirus declaration form to task	<i>Lynette</i> helps to print out forms as they are needed
4) Keeping completed task record forms in paper form	
5) Transcribing task record forms 2010-2021 into Excel spreadsheet	Not yet completed; currently working on 2019; forms pre 2015 have not been done
6) Producing and updating forms	Task record form, coronavirus declaration form, risk assessment forms (currently not used)
7) Keeping BCV archive material (task record forms back to 2010 and other miscellaneous material)	
8) Sending reminder on Monday for next task on following Tuesday	
9) Producing and circulating Newsletter	Now sent out (usually) every 2 weeks
10) Obtaining GDPR consent from BCV members	Liaise with Data Controller (<i>Jon</i>)
11) Keeping logbook of GDPR activities	Liaise with Data Controller (<i>Jon</i>) All GDPR actions are supposed to be logged
12) Circulating agenda for AGM	
13) Taking minutes of AGM	