



Owen Roe O'Neill's SAC Leckpatrick



Leas Rúnaí / Assistant Secretary

1. To assist where possible the secretary in the carrying out of duties
2. To keep a copy of the minutes of the committee meeting and send copies to chairperson and secretary within a week of the meeting for accuracy approval
3. To issue copies of the minutes to committee members within two weeks of the meeting with a listing of To Do as agreed at meeting
4. To post minutes of meetings on the club notice board following approval at the subsequent committee meeting
5. To liase with PRO over items for club bulletins and press notes
6. To keep a filed record of all club minutes including sub committee minutes
7. To assist in the fling of club accounts, publications, records and reports.
8. To assist in the compilation of the Annual Report

