

ARAL Director Job Description

Committee Secretary and Comms

Summary of role:

To help with communications to the Directors and Shareholders.

Estimated time commitment per month (hours):

3

Main responsibilities:

Activity	Activity description	How long does it take to do (minutes per month)
ARAL meeting minutes	Take the minutes, write them up, distribute and make changes where needed	Every quarter 2-3 hours
May & November Newsletter	Using the existing 'template' of what we communicate to our Shareholders twice yearly, write the newsletter and get ready for distribution via the Chairperson and website	Twice yearly 1 hour
Website	Keep website updated eg. upload newsletters, AGM minutes, works notices, procedures etc	Ad Hoc - 15 minutes / month
ARAL AGM Minutes	Take the minutes, write them up, distribute and make changes where needed	Annually - 2 hours
Ad Hoc	Supporting ARAL with any ad hoc activities eg. getting the road sign installed, sorting out the new road markings	Ad Hoc 3 hours / year
Attend ARAL Meetings including the AGM	Actively participate in the meeting, present the update from your area and take action points	2.5 hours every 3 months plus 3 hours every year for AGM