

# Re-Elect Your Secretary

*Harvey Thomas-Benton*

## **Business as Usual**

Getting the agenda, reports and minutes out on time

Keeping meetings open to all members

## **Lean on me - delegate and empower**

Supporting committee chairs to more effectively delegate and empower their committee members

Standardise regular meetings of committees

Getting committee minutes to members

## **Actions made, Actions delivered**

Making sure the exec projections have clear deadlines, update meetings and maintain steady progress

Halfway point notifications on action points, making sure they have been addressed by the next meeting

Reviewing the Whatsapp Code of Conduct, strengthening exec conduct and improving exec cooperation