**EXETER SOCIETY FOR THE BLIND**

**DUTIES OF THE SECRETARY**

Minutes Send out agenda one month before

 3 Finance on Mondays 5.30 January May, September

 3 Executive on Thursdays 2.00 January, May, September

 1 AGM June last Friday 2.15

 Invite Lord Mayor, Devon in Sight, Iscatape, Age UK

Social Meetings and Outings. Last Friday of the Month

 Speakers/singers required for meetings at the Mint at the top of Fore Street Hill January - April, June AGM, October, November.

 September Harvest Festival Ann contacts Rev. David Littlefair.

 Christmas Lunch Tuesday 18th December Devon Hotel

 Book Sounds Easy by writing to Colin Yeo.

Membership Lists.

Keep up to date both general list and newsletter list

For meetings prepare a list of comings and goings.

Charity Commissioners.

Annual return and Trustees

Newsletter January to April sent early December

 May to August sent early April

 September to December sent early August.

12 pages Helplines, Poetry, Jokes, Quiz, Items of Local Interest.

 List of events arranged. Last two pages return forms

Printed in large type - Microsoft Sans Serif 16 - 260 printed by Brightsea black on yellow paper. Order by e-mail. Delivered to house, invoice to Rachel.

Envelopes NOT to be sealed. Articles for Blind stickers ordered from

 RNIB. Stamp with return address.

 Newsletter address list on Excel - do mail merge (details on file)

 Stick on labels and stuff envelopes - Ann will help.

 Ring the post office the day of posting - see file.

 Send out Monday, record on Friday by prior arrangement

 With Iscatape - Elizabeth Nuttall and Ken Law.