

Secretary: Role and Responsibilities

last updated Dec 2019

current incumbent: Emma Sparks (2017-2021)

Secretary	
Key Tasks	<ul style="list-style-type: none">■ Act as the first point of contact for those looking to join or seeking information about the Society.■ Ensure the Society's membership to Supporters Direct is up to date.■ Deal with all outgoing and incoming correspondence.■ Keep the Society's records accurate and up to date.■ Attend all general meetings and Society Committee meetings■ Liaise with Chairperson to arrange general meetings and Society Committee meetings.■ Prepare agendas in conjunction with the Chairperson and take minutes from general meetings and Society Committee meetings.■ Ensure that all Society members have relevant information before and after general meetings.■ Ensure that all Society members receive reports from Society Committee meetings as per the relevant standing orders on member democracy and communications.■ Protect the members' interests by ensuring that the constitution is followed properly and that the Society is functioning properly.■ In conjunction with other Committee members prepare reports for the FCA.■ To take advice from other sources including legal and financial advice where this is necessary and where the committee does not have the required expertise.■ Ensure that any delegated responsibilities eg membership database, newsletters etc are carried out timely and effectively.■ Signatory for all Society financial expenditure.■ Responsible for the Membership Secretary
Qualities required	<ul style="list-style-type: none">■ Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the committee and/or membership■ Commitment to the values of the Society

	<ul style="list-style-type: none"> ■ Commitment to support all motions and initiatives undertaken by the committee ■ Committed to undertaking all key tasks defined in the Secretary’s job description. ■ Strength of character to ensure that the membership’s interests are protected.
Skills required	<ul style="list-style-type: none"> ■ Management skills ■ Administrative skills ■ Well organised and conscientious ■ Have tact and discretion ■ Communication skills ■ Be methodical and reliable ■ Be able to maintain confidentiality ■ Be able to react to opportunities and make decisions
Responsible to	<ul style="list-style-type: none"> ■ The membership of the Society ■ The Society Committee

PRACTICAL INSTRUCTIONS

(NB - These practical instructions describe the workflow of the current Secretary. Future Secretaries may adapt these however they see fit, in line with the role description above.)

Society Committee Meetings

- Issue an email reminder to all Society Committee directors at least one week ahead of upcoming Society Committee meetings
- Liaising with the Chair, circulate a draft agenda ahead of each meeting and invite item submissions from Society Committee directors
 - Agenda items to be marked “for information”, “for discussion” or “for decision”
- If necessary, circulate a final agenda
- Save agendas in the relevant Google Drive folder.
- Take minutes summarising discussion and recording action points
 - Minutes should be “summary minutes”, i.e. they do not record “who said what”, but summarise the key points raised and the outcomes and/or actions
- Circulate draft minutes to Society Committee directors for their approval, make amendments if necessary

- Circulate draft members' meeting report to Society Committee directors for their approval (the Chair must give final signoff), determining which points may be considered confidential or sensitive, make amendments if necessary
- Save minutes in the relevant Google Drive folder
- Save reports in the relevant Google Drive folder
- Issue reports by email to Society members (this can be taken on by Members Liaison Officer)
- Issue reports by post to members every three months (i.e. 3 x sets of minutes)

General Meetings (see sections 26-54 of the Society Rules)

- Annual General Meetings: Contact all members by email or post 8 weeks ahead of the AGM, inviting nominations for election to the committee
- All General Meetings: Contact all members and the Society's auditors by email or post at least 14 days before any general meeting, giving the time, date and place of the meeting, election information (inc candidate statements) and a full agenda (see section 33 of Society Rules for detail)
- Where postal or email ballots have been called, ensure that all members receive ballots and that sufficient information is given to allow them to make a decision, make the deadline clear, and collect and report the results to the Chair
- Take minutes summarising discussion and recording action points
- Circulate draft minutes to the committee, make amendments if necessary
- Save minutes in the relevant Google Drive folder
- Circulate minutes by email and post to all members

Other responsibilities

- Monitor the inbox of the Society Committee's email (bathcitysocietycommittee@gmail.com) and ensure emails are replied to
- Keep the Google Drive folder organised
- Change the Google Drive password when committee membership changes