

Notes on the role of Secretary

The Secretary is one of the elected officers of the Council and, as such, is a trustee of the registered charity.

Meetings:

The Annual Council Meeting is held in early September.

The Secretary is a member of the Executive, which meets monthly either via 'Skype' or in person.

The Secretary represents the Council at meetings or events as appropriate.

Principal responsibilities:

To be the principal administrative officer of the Council, working closely with other members of the Executive.

To prepare the agenda for the Annual Meeting, including other papers and motions or resolutions; to collate and edit the annual report and arrange for its production and circulation; to take the minutes of the meeting.

To be the principal point of contact with affiliated societies, request payment of the affiliation fee and completion of the annual membership return.

To liaise with external bodies such as Historic England and the Church Buildings Council; prepare and attend meetings; produce notes of the meetings.

To be the primary contact for individual members of Council.

Specific tasks:

Circulate agendas and other papers for quarterly meetings of the Executive and workgroup leads.

Notify members and affiliated societies of Executive activities.

May be a signatory to payments made by the Treasurer.

May act as an Executive sponsor for a workgroup as appropriate.

Receive correspondence addressed to the Council, respond as appropriate or pass to other Executive members or workgroup leads for action and reply.

Maintain members' contact details and data protection declarations, liaising as necessary with the webmaster.

Produce the attendance lists (registration sheets) for the Annual Meeting and the AGM of The Ringing World Ltd.

Prepare and organise the printing of any ballot papers for the Annual Meeting.

Prepare formal notices for publication to members and societies, on the website and in *The Ringing World*.

Maintain a record of conflicts of interest declared by Council

members. Provide part of the institutional memory of the Council.

Skills / Experience:

Office skills (word processing, email etc); ability to work to deadlines; accurate minute-taking at meetings; administrative experience of a ringing society / charity; good memory; attention to detail.