



ASSOCIATION GENERAL SECRETARY

Job Description & Responsibilities

Responsibilities

Rule 11.2 “The **GENERAL SECRETARY** shall record the Minutes of General and Management Committee meetings, issue notices of all General Meetings of the Association and of the Management Committee, and carry out such other duties as may be directed by the Management Committee, the Charity Trustees and the Association Executive.”

The Role

Executive Committee Meetings:

- book the venue for the February and October Executive Committee Meetings;
- remind the district, according to the District Rota, of the requirement to provide refreshments at the committee meetings;
- collate all written reports prior to the committee meeting and upload them to the secure area of the website;
- set the Agenda;
- take the minutes and type these up following the meeting;
- carry out any decisions and actions from the meeting;

Annual Report:

- provide the General Secretary's report;
- provide the Trustees Report;
- provide the Minutes from the previous AGM;
- provide the Agenda for the forthcoming AGM;
- provide officers email addresses;

Annual General Meeting:

- book Chelmsford Cathedral for the service and meeting;
- place an advert in the Ringing World
- include AGM details in the April Newsletter;
- print and sell tea tickets;
- invite clergy to preach;
- book Boreham Choir and organist;
- confirm Association Chaplain will be attending;
- submit draft order of service to Cathedral for approval;
- print order of service sheets;
- take Minutes of the meeting;
- carry out any decisions and actions from the meeting;

Association Striking Competition Finals:

- give instruction to the host district on requirements for MC, judges etc;
- take certificates for distribution;

Association Dinner, in conjunction with the Social Committee:

- ensure the venue is booked;
- book Association and Clerical speakers;
- invite other Guests e.g. Life Members or LVPs elected at AGM;
- Social Committee if appointed shall
 - select menu
 - arrange any entertainment and table decorations;
 - provide details for the August newsletter;
 - provide poster advertising for all towers;
 - print and sell tickets;
 - arrange table plan;
 - confirm numbers, menu choices and table plan with venue;

Other Striking Competitions:

- act as point of contact for Ridgman Trophy and Essex Trophy;
- when Essex's turn to host either of these:
 - book venue;
 - issue invitations, test touch, details about venue;
 - make arrangements for refreshments to be available;

Miscellaneous:

- handle general correspondence;
- collate sponsorship forms and arrange Master's Meeting to discuss;
- collate Grant Application Forms for review by Grant Applications Sub Committee;