



## **ASSOCIATION GENERAL SECRETARY**

### **Job Description & Responsibilities**

#### **Responsibilities**

The Secretary is responsible for the smooth running of the Association's meetings and events, undertaking (or delegating) basic administration as necessary. Working closely with the Association Master and Treasurer, they might be required to help make decisions about the work of the Association.

#### **Skills**

- Friendly and open
- Well organised, computer literate
- Good written and communication skills
- Flexible
- Show leadership if required

NB – the Secretary is not expected to be expert in all parts of the role. Ringing competency is not relevant.

#### **The Role**

The following describes some of the jobs that the Secretary would be expected to oversee – the Association will appoint assistance if requested.

#### ***Trustee Meetings:***

- Book the venue for Trustee Meetings
- Collate all written reports prior to the trustees meeting and upload them to the secure area of the website.
- Set the agenda with the other principal officers.
- Ensure that the meeting is appropriately minuted (with additional admin support if necessary).
- Complete and maintain a record of actions.

#### ***Management Committee Meetings:***

- Book the venue for the February and October Management 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 with the other principal officers.
- Ensure that the meeting is appropriately minuted (with additional admin support if necessary).

- Complete and maintain a record of actions.

***Sub-committee meeting:***

The General Secretary shall be ex-officio member of each sub-committee and should attend the Communications & Public Relations sub-committee. Attendance at sub-committee meetings should be shared between the three principal officers.

***Annual Report:***

Assist the Report Editor in the preparation of the Annual Report, including:

- Write the General Secretary's report (a short account of the Association diary over the previous year)
- Provide the Minutes from the previous AGM.
- Provide the Agenda for the forthcoming AGM.
- Provide officers email addresses.

***Annual General Meeting:***

With assistance from the other officers (including Association Chaplain and a specifically appointed officer if necessary), take a leading role to ensure the following:

1. Book Chelmsford Cathedral for the service and meeting.
2. Place an advert in the Ringing World.
3. Include AGM details in the April Newsletter.
4. Delegate refreshments and afternoon ringing to the districts according to the district rota.
5. Invite clergy to preach.
6. Book Choir and organist.
7. Invite Association Chaplain.
8. Submit draft order of service to Cathedral for approval.
9. Print the order of service sheets.
10. Ensure that the meeting is appropriately minuted (with additional admin support if necessary).
11. Complete and maintain a record of actions.

***Association Striking Competition Finals:***

- Give instruction to the host district on requirements for MC, judges etc.
- Take certificates for distribution.

***Other Striking Competitions:***

- Act as point of contact for Ridgman Trophy and Essex Trophy; issue invitations and task list.
- 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:***

- Manage general correspondence.
- Assist Education Officer and Technical Advisor to ensure that grant application forms are processed correctly.