



ASSOCIATION GENERAL SECRETARY Role & Responsibilities

Responsibilities

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

The Association Secretary is an elected position at the AGM, is a charity trustee and a member of the Management Committee and is expected to attend the meetings of both Committees and participate in the decision-making process.

The Role

- Responsible for the smooth running of the Association’s meetings and events, undertaking (or delegating) basic administration as necessary.
- Act with the Association’s best interests in mind at all times and promote the Objects of the Association.
- Support all Association Trustees, Officers and Members to achieve the best they can in their role, acting fairly, impartially and with integrity, to avoid or resolve dispute where necessary.
- With the Master and Treasurer prepare and manage agendas for Trustee and Management Committee meetings.

Specific Responsibilities

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
 - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation

Part 1: Meetings

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 face-to-face Trustee and Management Committee Meetings.

- Remind the Districts, 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 Association 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.

Part 2: Administrative

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.

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 is hosting:
 - Book venue.
 - Issue invitations, test touch, details about the venue.
 - Make arrangements for refreshments to be available.

Other:

- Manage general correspondence.
- Assist the Education Officer and Technical Adviser to ensure grant applications are processed correctly.
- Attend Association and District functions where possible; in particular Trustee and Management Committee Meetings, Annual Dinner, Striking Competition, Annual District Meetings, Annual General Meeting and the Essex Ringing Course.

Part 3: Events

Annual General Meeting:

- Book Chelmsford Cathedral for the service and meeting.
- Place an adverts in the Ringing World.
- Include AGM details in the April Newsletter.
- Print and sell tea tickets.
- Invite clergy to preach.

- Book 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 Dinner, in conjunction with organising District:

- Work with the organising District to ensure the venue, guests, bookings etc are well advertised and managed.