

POSITION TITLE: Secretary

TERM: Elected Position. One year with a maximum of two consecutive terms

APPROVAL: 06 Aug 2018

LATEST REVISION: N/A

Outline

The Secretary is a member of the Section Executive Committee (Chair, Vice-Chair, Treasurer and Secretary) and is responsible for general administration in the Section. The secretary is also responsible for managing a section meeting if the Chair and Vice-Chair are unavailable.

ACTIVITIES

January

- Meet with the Section Executive to plan the year's activities and the Chair's overall agenda.
- Send an email to Committee members with details of the February meeting. Include an Agenda Item form with the email and explain how Committee meetings are managed.
- Send Section report to Region 10 when the request arrives from the region. Based on AGM report produced in previous November.
- Book a meeting venue for the February Section Meeting

February – November, monthly

- Book a meeting venue for the February Section Meeting
- Prepare an agenda for the Committee meeting.
- Collate available reports (Chair, Treasurer, Membership Development) and circulate the agenda and supporting papers.
- Take minutes at the Committee meeting and, after review by the Executive, circulate to the Committee members. This should be done within one week of the meeting.

March

- Organise a Chapter Chair/Student Chair Collaboration Meeting

June

- Ensure that a date and venue is chosen for the AGM (usually held in November).
- Book venue.

October

- Review the last annual report. Bear in mind that Region 10 has a specific reporting format for their purposes. While the R10 format is cumbersome and boring, it is probably more convenient to do one report, rather than two.
- Send a proforma document to each Chapter and office holder, requesting their report to be in this format.
- Collate the individual reports as they arrive.

November

- Finalise arrangements for the AGM with the venue.
- Prepare the AGM documents (Agenda, Attendance Sheet, Minutes of previous AGM, reports. AGM report should follow R10 report template.
- Provide sufficient reports for those attending the AGM.
- Attend AGM and take minutes.

- Circulate the minutes to the Executive for comment, then circulate the minutes to the Committee members.

December

- Create updated contact lists and mailing lists for the new Committee.