



Secretary's jobs (Summary)

1. **Calling and attending Council meetings.**

These happen on the first Wednesday of each March, June, September and December and are always held at Chilcomb House.

Send out the agenda electronically and draft of the last meetings minutes at least a week beforehand.

Take notes and produce minutes.

2. **Executive meetings**

Call Executive Board meeting, or manage via email, depending on actions on Executive agreed at Council.

3. **Calling and attending AGM**

The AGM is held in April or May. It may be organised by a Section

Organise speaker and venue if that's the way the President wants to go

Draw up a notice of the AGM and OGS Crawford Lecture if they are coincident

Make sure that notice of the AGM (and OGS Crawford Lecture) goes out with the relevant mailing and on the website, ideally one month before the meeting.

Make sure that notice of any motions is also given in the mailing and posted on the website

Prepare an Agenda and place on the website

Take notes during the meeting

Write up notes soon enough after the meeting that you can read them or remember what happened.

4. **Maintain the list of Council Members**

5. **Responding to correspondence**

There is very little of this and what there is comes in via e-mail. Section based queries go to section reps.

6. **Booking the 'stuffing' sessions**

These happen twice a year at Chilcomb House. Need to book room, and inform regular stuffers of day and time. Attendance not mandatory.



Secretary Role (for the Newsletter)

The Secretary performs a number of important roles in support of the President and Council of the society.

These revolve around organising and attending the quarterly Council, *ad hoc* Executive and General Meetings, taking notes and producing definitive minutes.

The regular mailing sessions are also organised by the Secretary, who ensures that sufficient resources are available to perform the twice-yearly mailings.

They are also the main point of contact for organisations and individuals who wish to get in touch with the varied groups and Sections which form the grass roots of the society and act as a liaison point to ensure contacts are made.