

Secretary

Role and person specification

Role

- To carry out the administrative functions of the Society including the following:-
 - To take Minutes of Committee meetings
 - To circulate draft Minutes within a few days of the meeting.
 - To receive apologies and communicate them at the meeting.
 - To advise Committees of the procedures and protocols of the Society.
 - To ensure that an agenda is sent out one week prior to main meetings.
 - To take Minutes at the AGM and circulate them to members via the website.
 - To deal with ad hoc correspondence from members or other parties excluding those that relate specifically to competitions.
 - Subsequent to the Annual dinner to write a thank you note to Clubs who donated vouchers for the auction and to advise on the amount of monies raised.

Person Specification

- Ideally will be a longstanding member of the Society who has served on the committee for several years and understands the full workings of the Society.
- Will have the time to devote to the different committees and carry out all the functions identified without undue delay.
- Will be a good communicator, particularly through the written word.
- Will understand the nuances and sensitivities of different stakeholder groups and be able to adapt his style accordingly.