

HAMPSHIRE GENEALOGICAL SOCIETY

JOB DESCRIPTION - SECRETARY

ROLE DESCRIPTION

To be the Society's main contact point.

To ensure the smooth running of the Society Governance activities by arranging all necessary meetings and ensuring accurate minutes are kept.

To ensure that committee meetings are properly administered.

To ensure other meetings, such as the AGM, and events are properly administered.

Monitor committee member action points.

TERM OF OFFICE

No specified term – The Principal Officer position is held by a Trustee for as long as the holder or Society wishes.

COMMITMENT

To ensure emails are acted upon and distributed where necessary in a timely manner. Executive Committee meetings are held on six occasions, every two months. Development Forum meetings are held three times a year on Sunday afternoons.

RESPONSIBILITIES

- Plan and prepare the committee meetings and the AGM with others as appropriate
 - Planning meeting dates, booking rooms, sending out notifications, minutes, and other papers.
 - Drawing up agendas together with the Chair
- Ensure that committee meetings and the AGM are run according to the constitution
- Minute committee meetings or ensure that another minute taker is available
- Ensure voting procedures are followed correctly
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions
- Respond to all emails/letters received, drafting letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate

- Plan for any necessary reporting to be done. e.g., the annual report to members.

KNOWLEDGE & SKILLS REQUIRED

- IT competence Knowledge of Excel, Word and Zoom is a bonus
- To be organised and methodical
- Able to take good minutes
- Able to keep accurate records
- Has the relevant skills to organise a meeting well
- Have a good knowledge of the organisation's own constitution
- Be able to give clear advice on procedural matters
- Some genealogical knowledge
- Set up HGS email accounts and monitor incoming emails

RESOURCES NEEDED

A computer; internet connection;