

The Responsibilities of the Secretary

- To ensure the Association works to further its stated aims within the Constitution.
- To know the rules of the Association.
- To keep all information relevant to the Association.
- To keep a register of members of the Association.
- To receive and action all correspondence sent to the Association.
- To file all correspondence to and from the Association.
- To deal with all personal enquiries concerning the Association.
- To prepare and agree the agenda for Association meetings in consultation with the Chair.
- To ensure that a suitable venue is booked for any Association meetings.
- To ensure that any equipment needed for the meeting is available.
- To distribute all documentation to members and visiting speakers in good time for meetings and in accordance with any agreed timescales.
- To bring necessary documentation to all meetings and spare copies.
- To ensure that a quorum as defined in the Constitution is present before the start of the meeting.
- To report at meetings on correspondence received.
- To take minutes at meetings which will include listing those in attendance, the decisions made and who agrees to action any follow up work.
- To bring up at meetings any matters needing a decision by the members.
- To bring to the attention of the Chair any matter that has been overlooked.
- To copy and distribute minutes to all members after meetings.
- To ensure that the correct number of meetings take place in accordance with the Association's rules.

- To assist the Chair in any follow up action between meetings.