



ASSOCIATION HONORARY GENERAL SECRETARY

Job Description & Responsibilities

Responsibilities

Rule 11 "The GENERAL SECRETARY shall record the Minutes of the General and Executive Committee meetings and carry out the decisions thereof". This includes being an Ex-officio Property Trustee of the Association jointly responsible for the running of the association strictly in accordance with the rules.

The Role

Executive Committee Meetings:

- book the venue for the February and October Executive Committee Meetings;
- remind the district, according to the District Rota, of the requirement to provide refreshments at the committee meetings;
- collate all written reports prior to the committee meeting and upload them to the secure area of the website;
- set the Agenda;
- take the minutes and type these up following the meeting;
- carry out any decisions and actions from the meeting;

Annual Report:

- provide the Hon Gen Secretary report;
- provide the Trustees Report;
- provide the Minutes from the previous AGM;
- provide the Agenda for the forthcoming AGM;
- provide officers email addresses;

Annual General Meeting:

- book Chelmsford Cathedral for the service and meeting;
- place an advert in the Ringing World
- include AGM details in the April Newsletter;
- print and sell tea tickets;
- invite clergy to preach;
- book Boreham Choir and organist;
- confirm Association Chaplain will be attending;
- submit draft order of service to Cathedral for approval;
- print order of service sheets;
- take Minutes of the meeting;
- carry out any decisions and actions from the meeting;

Association Striking Competition Finals:

- give instruction to the host district on requirements for MC, judges etc;
- take certificates for distribution;

Association Dinner:

- book venue;
- book Association and Clerical speakers;
- arrange any entertainment and table decorations;
- set Menu;
- provide details for the August newsletter;
- invite other Guests e.g. Life Members of LVPs elected at AGM;
- provide poster advertising for all towers;
- print and sell tickets;
- arrange table plan;
- confirm numbers, menu choices and table plan with venue;

Other Striking Competitions:

- act as point of contact for Ridgman Trophy and Essex Trophy;
- when Essex's turn to host either of these:
 - book venue;
 - issue invitations, test touch, details about venue;
 - make arrangements for refreshments to be available;

Miscellaneous:

- handle general correspondence;
- collate sponsorship forms and arrange Master's Meeting to discuss;
- collate Grant Application Forms for review by Grant Applications Sub Committee;