



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION FOR THE POST OF ASSISTANT SECRETARY (MARKETING)

1. OVERVIEW

Responsible to Executive Committee in accordance with Society Objectives:

“... establish, to mutual advantage, relations with other organisations interested in genealogy and allied subjects...”

Assistant Secretary is NOT an Executive Committee Trustee role and can be undertaken by any Society member not necessarily local to South Wales.

2. MAIN RESPONSIBILITIES

- Promotes society on a regular basis via journal, website, social media and newsletters (Mail Chimp);
- Reviews and updates society information, events and publications.

3. OPTIONAL RESPONSIBILITIES

- Deputises for Secretary when unavailable at meetings and during holiday periods