



# **Glamorgan Family History Society**

## **Cymdeithas Hanes Teuluol Morgannwg**

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### **JOB DESCRIPTION - SECRETARY**

Responsible to: Chairman and Executive Committee

The role of the Secretary is to support the Chairman in ensuring the efficient administration of the Society. The Secretary acts as an information and reference point for the Chairman and other committee members: clarifying practice and decisions; retrieving relevant documentation and referring to other people/organisations as appropriate.

### **DUTIES AND RESPONSIBILITIES**

1. Ensuring meetings are effectively organised and minuted
  - Liaising with the Chair to plan meetings
  - Receiving agenda items from committee members
  - Circulating agendas and reports
  - Circulating approved minutes
  - Checking that agreed actions are carried out.
2. Maintaining effective records and administration
  - Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the Society.
  - Filing minutes and reports
  - Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of other organisations.
  - Keeping a record of the organisation's activities
  - Keeping a diary of future activities
3. Upholding legal requirements
  - Acting as custodian of the organisation's documents
  - Checking quorum is present at meetings
  - Ensuring elections are in line with stipulated procedures
  - Ensuring organisation's activities are in line with its objects
4. Communication and correspondence
  - Responding to correspondence, this may be referral to an appropriate other
  - Filing correspondence received and copies of replies sent
  - Preparing a report of the organisation's activities for the year, for the Annual General Meeting