



# **Glamorgan Family History Society**

## **Cymdeithas Hanes Teuluol Morgannwg**

---

### **JOB DESCRIPTION FOR THE POST OF SECRETARY**

#### **1. OVERVIEW**

The Secretary is one of the four Society Officers elected at the Annual General Meeting to serve for one year.

#### **2. MAIN DUTIES AND RESPONSIBILITIES**

- Liaising with the GFHS Chairman/Vice Chairman on the planning, setting, organising and administering of trustee meetings and AGMs.
- Liaising with the GFHS Chairmany/Vice Chairman/Minutes Secretary in the drafting of agendas and supporting papers for trustee meetings.
- Filing and backing up of copies of Society documentation including Minutes of Trustee Meetings, contracts etc.
- Liaising with the GFHS Chairman and Treasurer to draft and circulate the Annual Report and Accounts in accordance with the Constitution for agreement by the Executive Committee.
- Acting as the first contact between the public and the Society via telephone, email and post.
- Replying to both internal and external queries via telephone and email either directly or by forwarding to an appropriate Society Officer, Committee Member, Branch or volunteer.
- Representing GFHS at Family History/Genealogical meetings and events or ensure an appropriate representative is in attendance.