

## **SCACR General Secretary Job Description**

*The General Secretary is responsible for the day to day running of the Association, working with all officers to ensure it discharges its duties as a registered charity. The Secretary's main duties revolve around the general administration of the Association and its membership.*

### **Administration**

Publishing agenda, taking and publishing minutes of Association meetings:

Annual General Meeting, Special General Meeting, General Committee Meetings (twice a year), Finance Committee (twice a year)

Booking venues for any Association meetings (Hurstpierpoint Village Centre for GCM for example)

Work and support the District Secretaries – organising the AGM and ADMs, help produce new member packs

Producing the Annual Report for publication mid April each year:

Collating officers reports, financial pages, obituaries

Preparing and proof reading tower listing pages

Organising print and distribution of report

Generating income through advertising, proofing adverts and sending copies of report to advertisers with invoice

Working with other officers to review and revise rules if necessary, consulting with all parties, producing paperwork and reports as appropriate

Liaise with the Central Council and our 5 CC Reps

### **Membership**

Running the membership database on Access

Liaising with District Secretaries and Website co-ordinator to keep database up to date

Collating annual membership forms, tower forms and subs

Filing new member forms

Generating labels for mailings

Organising tower mailing as needed (currently twice a year – annual subs and AGM mailings)

Maintaining a list of deceased members

**Admin Team made up of SCACR Master, SCACR General Secretary, Peal Secretary, Librarian and District Secretaries. This is a 'virtual' team – never meet up but correspond by email.**

Sandra Alford  
March 2017