

Job Description HGS

The Honorary General Secretary is a member of the Non Executive committee (affectionately known as the Top Table.)

Creating with the National Chairman the Agendas for the 3 quarterly NEC meetings and the National AGM and any extra meetings that may be required.

Booking meeting venues for the above activities

Receiving and processing enquiries by post to National and by phone

Receiving, processing to the right person or answering the members enquiries about Plus

Having a full and in depth knowledge of the National, Area and Group constitutions and standing orders

Answering constitutional questions both in meetings and by enquiry from members

The chairman's PA e.g. you are to assist the chairman with any work they feel they cannot complete without further assistance

Updating of official documentation as practises as practices, constitutions and standing orders change

Co-Ordinating someone to create the National Directory of committee members

Being a bank signature on the National Bank Accounts

Keeping archives of all minutes for National meetings

And of course you must be willing to attend the National meetings

When invited to attend National meetings your expenses will be paid. If you would like clarification for what this covers please contact the NFO (The National Finance Officer).

These are only the primary roles of the HGS, you will probably find there are many many more things you will be asked to do.