

Job Description NEC Administrator

The Non Executive council administrator is a National Officer, a National Officer works for the Non Executive council but is not a member of Non Executive council

The primary role of the NEC Administrator is to be a assistant to the HGS who has one of the largest roles in the organisation

Secondly you must be prepared to attend the National meetings of the Federation

You will be asked to produce the packs of National Officers and Area Chair reports for the quarterly NEC meetings alongside this you will be asked to help prepare the AGM bulk posting.

You will be asked to record the National meetings then later produce the minutes from these recordings. (National owns a meeting recording device)

You will be asked to maintain, update and circulate the National action list. The National Action list is the list of jobs extra to peoples normal roles that the members of the Non EC and the National EC (The Area Chairs) have agreed to do during previous meetings that have not yet been completed. This list is updated at the beginning of each National Meeting.

To process the National enquiries to the HGS via email. This role is only an advantage if you have no internet access the HGS can continue to carry out this role.

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 tasks of the NEC administrator, you will find you will be asked to do other things to assist the smooth running of the Federation.