

## **HNBC Secretary - Job Description**

### **Background information**

The Secretary is one of the 6 Officers of the club and deals with correspondence with outside organisations. The Secretary is responsible for ensuring that club meetings are effectively organised in line with the Constitution and that club documents are stored appropriately.

#### **1 Committee Meetings**

- 1.1 Circulate any relevant documents to committee
- 1.2 Report to committee on correspondence, meetings attended, etc
- 1.3 Undertake actions as directed by committee

#### **2 General Meetings**

- 2.1 Prepare Notice of Meeting and Agenda and send each to Newsletter Editor for inclusion with Newsletters 4 and 1 respectively.
- 2.2 Ensure that the club abides by its Constitution concerning regularity of meetings, motions for General Meetings, elections and terms of office
- 2.3 Circulate motions and/or Constitution amendments to membership
- 2.4 Ensure committee elections are included on agenda as appropriate
- 2.5 Liaise with Treasurer to ensure accounts are circulated to membership

#### **3 Insurance – stock and public liability**

- 3.1 Liaise with the Shop organiser to ensure the club's insurance covers Shop needs
- 3.2 Liaise with the Treasurer regarding payments to ensure coverage is maintained
- 3.3 Send copies of certificate to Shop and club event organisers (eg gatherings, auctions)

#### **4 Correspondence**

- 4.1 Respond to any correspondence received
- 4.2 Keep waterway authorities and their managers/staff informed of club Officers, Area Reps and Aims as appropriate
- 4.3 Object to planning applications, highway schemes, etc, where appropriate
- 4.4 Initiate/conduct correspondence on any other matters as appropriate or as directed by committee

#### **5 Meetings with Waterway Authorities, etc**

- 5.1 Attend meetings as agreed with the Chairman or on behalf of other Officers or Area Reps
- 5.2 Keep Chairman/Area Reps/committee informed of outcome of meetings
- 5.3 Ensure, as far as possible, that the Club is invited to attend relevant national (eg Stoppage Liaison) and local meetings, and agree attendees as necessary

#### **6 Documentation**

- 6.1 Maintain file of committee meeting minutes
- 6.2 Maintain file of General Meeting minutes (including attendances & accounts)
- 6.3 Maintain file of correspondence; periodically archive as appropriate
- 6.4 Contribute Secretary's Notes and/or other items to Newsletter as appropriate
- 6.5 Forward subscription requests from other waterways organisations to Treasurer

### **SKILLS AND KNOWLEDGE**

#### **Computer literacy**

- Able to use email and word processing software

#### **Administrative skills**

- Be methodical, diligent and systematic
- Keep accurate and up-to-date records of correspondence

#### **Personal skills**

- Work effectively with club Officers and committee members
- Be approachable to members; be open and welcoming to new members
- Work constructively with navigation authorities and other waterway organisations
- Respond to queries (by phone, post or email) with diplomacy and sensitivity
- Be good humoured, calm and considered, avoiding personal confrontations