

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS & OFFICERS

TITLE: Secretary

ROLE:

The Secretary is an Officer of the BAS Club Committee. The tasks of this role are extensive and necessary for the smooth running of the Club. The role is for a three year period from election

RESPONSIBILITIES:

1. To be main point of contact between members and the Club
2. To attend and organise Committee meetings
3. Provide the Secretary's report for each meeting
4. To provide a meeting calendar agreed with the Committee at the September meeting
5. To post the meeting calendar on the web and in the December mag.
6. To agree meeting agendas with the Chairman and publish same to the Committee 4 weeks in advance of general meetings
7. To book meeting rooms in advance for Committee meetings
8. Ensure BAS reception are aware of meeting attendees
9. To send out calling notices of meetings 4 weeks in advance of each meeting
10. To collate and send out Committee reports two weeks in advance of each meeting
11. To publish the business notices for the AGM in the December magazine and on line. Ensure time constraints are adhered to with notice elements e.g .agenda items and candidate proposals
12. Collate the EGM minutes from the recorder and issue to Committee
13. Ensure a signed copy of all minutes are retained in BAS Club store
14. To remind AGM / Dinner organiser to place booking forms and info into December Magazine issue (October deadline)
15. Record and issue the minutes of the AGM
16. To liaise with other Antarctic Clubs and Associations as necessary
17. Maintain the Club Sales elements including website for apparel
18. Email (or post) copy of Constitution and standard welcome letter to new members
19. Respond to web and email based enquiries to the BAS Club

20. Administer the content of the BAS Club web site with the web coordinator
21. Control keys for BAS Club storage units
22. Deal with incoming mail via BAS address. Forward or respond as required
23. Ensure BAS post room has current Secretary address for mail forwarding
24. Check that the Fuchs Medal and Laws Prize winners have been updated on the A3 notices outside the library
25. Check that the Memorandum of Understanding is reviewed in line with the review date
26. Review the Club Constitution with the Chairman on a regular basis
27. Ensure a “thank you “ letter sent from Chairman to AGM and Dinner organiser
28. Undertake any administration duties for the Club as defined by the Committee
29. Ensure Officer profiles are maintained in accordance with requirements and lodged on web storage
30. To maintain the Club Management Plan
31. To manage storage of web based Club documentation
32. To maintain a schedule of Club management documents filed on line
33. To maintain Committee contact details and issue when revision requires
34. The Secretary is a counter signatory to Club cheques with the Club Treasurer
35. To manage Club sales both in house and web suppliers
36. To manage the Club Paypal account
37. Manage and respond to web enquiries www.basclub.org
38. Manage and respond to email enquiries from info.basclub@gmail.com