



National Secretary - Job Description - a Two-Year Post

This two-year position on the National Executive overlaps with the National Executive Administrator's term of office.

General duties

1. Work closely with all members of the National Executive to carry out the business of the Association.
2. Attend all National Executive weekends which comprise of;
 - a. Executive meeting (generally Friday) and social event with local Tangent club (not generally Scottish & Irish lunches)
 - b. All seven Regional Lunches and any other events as required
3. Attend the AGM planning meeting weekend in January (Friday – Sunday).
4. Prepare reports and progress actions in line with the diary of the year.
5. Attend the National AGM from Thursday to Sunday, to present prepared reports, give information, and answer questions on all aspects of the role.
6. Reasonable expenses incurred on the Association's behalf are reimbursed.
7. Submit a brief article for each edition of the Tangent Newsletter, which can also be posted on the website, to meet publication deadlines.
8. Keep the Secretary's area up to date on the website through the Editor and Website Co-ordinator.
9. Attend Round Table Family Committee meetings if required.
10. Assist with sales items at Regional lunches as required.
11. Be the regional contact for a Tangent region as agreed with the Executive, send regular emails with information
12. Provide accurate and up to date information on the role of Secretary for the next post holder, and provide handover documents.
13. Ensure that all work is regularly backed up to the Executive Dropbox.

Specific duties

- 1) Deal with all correspondence, email and telephone calls from members.
- 2) Keep the contact information up-to-date for the National Executive, Past National Officers, Independent Members and Executive Officers of; 41 Club, Ladies Circle, Round Table and Tangent International Club and Marchesi House. Continue to liaise with other groups, with updates of changes of address and circumstances.
- 3) Compile the Directory each year, together with the master contact list from the Executive Administrator. Check and, in consultation with the Executive, update all text in line with decisions reached at the AGM re Constitution and Rules, Capitation etc. Send all information to Printer, check proofs, and check master contact list is up to date for posting as soon as possible after July.
- 4) Circulate AGM decisions to all clubs as soon as possible after the Conference, send to Editor for website.
- 5) Liaise with Editor and Website Co-ordinator to ensure all forms are up-to-date on the website.
- 6) Update the Executive Policies, Guidelines and forms as and when required, and distribute to the Executive Officers.
- 7) Arrange content, with other Executive Officers, for bi-monthly club block emails and send.
- 8) After the AGM, prepare and circulate Directory and Capitation forms.

- 9) *The Chair and Secretary of the Round Table Family meetings rotates across all 4 clubs, for years when Tangent are chairing the meetings (next meetings for Tangent to co-ordinate are July 2021 and January 2022);*
 - a) Organise 4-club family meeting; agenda, invitations to other clubs, venue, timetable, food
 - b) Take minutes, prepare and circulate.
- 10) Issue invitations to Presidents of the Round Table Family to Tangent AGM with information re speech required and details of expenses paid.
- 11) Prepare and update Job Descriptions for discussion and approval of the rest of the Executive on an annual basis.
- 12) Write thank you letters to all Lunch or Club Chairmen after the Regional Lunches.
- 13) Retain all Minute books and records of the Association with the exception of financial records.
- 14) Order Remembrance wreaths, payment and delivery to President and Immediate Past President for presentation at the nation's services.

AGM planning Meeting

- 1) Together with the President and in consultation with the rest of the National Executive, compile and circulate the Agenda for the planning meeting.
- 2) Take copies of the previous years AGM Minutes and Agendas to the meeting
- 3) Agree the AGM Agenda cut-off date including Executive reports.
- 4) Deal with apologies
- 5) Prepare a schedule of Executive Reports for the AGM (template for Executive to write their reports to avoid repetition)

Executive meetings

With the President prepare the Agenda for each meeting and circulate to Executive Officers. The National Executive Administrator will generally take Minutes and circulate with action points spreadsheet.

National Conference and AGM

- 1) Closely liaise with host club/committee and attend a conference planning meeting if possible. One visit to the venue is advisable.
- 2) Issue and circulate Formal Notice of AGM, Delegate and Delegate Proxy registration forms, to be printed and mailed with AGM Agenda (January/February).
- 3) Prepare forms for AGM Nominations (October), and AGM Propositions (October), circulate to the membership and notify the Executive of any received.
- 4) Acknowledge any Propositions and Nominations for AGM. Send out job descriptions and inform candidates of timetable of events.
- 5) Agree with the Exec the NAGM agenda, prepare the agenda including all officers reports and the annual accounts. Closely proof-read the printers final draft, arrange the printing and distribution.
- 6) Examine previous Minutes for matters arising.
- 7) Have a clean copy of the Minutes ready for the President to sign.
- 8) Compile, revise, finalise and circulate a Minute by Minute plan for the Conference weekend (normally Thursday to Sunday)
- 9) Acknowledge and advise nominees of their speech subject.
- 10) Plan and organise a platform plan for the AGM.
- 11) Confirm arrangements and refreshments for Executive meetings on Friday and Sunday.
- 12) Liaise closely with the National President re invitation to give the Vote of Thanks and greetings from NALC, and Immediate Past President re International greetings.
- 13) Officially invite Ladies Circle President to attend the AGM as a guest.
- 14) Prepare, compile and collate Delegate registration packs (usually 100 – 150).
- 15) Together with Tangent Conference Liaison Officer organise registration and issuing of Delegates' packs.
- 16) Provide Registration Stewards with list of Clubs to mark off attendees.
- 17) Compile attendance and apology lists with Tangent Conference Secretary.
- 18) With help, provide National President with list of any Past National Officers and guests to welcome at the AGM.

- 19) Organise two Minute Secretaries to take minutes at the AGM (non-Executive members)
- 20) Provide Minutes Secretaries with as much information as possible to assist them on the day e.g. Agenda, Minute by Minute. Provide as far in advance as possible to allow them to familiarise themselves with what is required, and set up their notepads as necessary.
- 21) Check Reports and details of AGM are sent to Minute Secretaries

- 22) AGM Minutes – *[alternate years with National Executive Administrator]*
 - a) *Year 1:* Exec Administrator to provide final approved files. Closely proof-read the printers final draft, arrange the printing and distribution of the AGM Minutes in the summer (post with the Directory or other planned mailing). Send a digital copy to Editor for addition to the Tangent website.
 - b) *End of year 1:* Take Minutes at the National AGM together with other Minute Takers
 - c) *Year 2:* Prepare AGM Minutes in a timely manner from notes taken at the AGM and from Minutes Secretaries. Liaise closely with the Immediate Past President regarding accuracy and content of the AGM Minutes. Review, along with other members of the Exec who remain from the previous year. Closely proof-read the printers final draft, arrange the printing and distribution of the AGM Minutes in the summer (post with the Directory or other planned mailing). Send a digital copy to Editor for addition to the Tangent website.
- 23) Write thank you letters to Conference Chairman, NALC President, 41 Conference Chairman, Tangent members giving Vote of Thanks and any retiring members of the National Executive.
- 24) Write an article for the website/magazine, highlighting results of new Executive members and results of Propositions and National Executive Recommendations.

Note: Although you are at all times the Association Secretary it is essential to form a good working relationship with the National President.

This job description is not exhaustive and should be renewed annually in light of organisational changes.

Reviewed November 2016

Reviewed May 2017

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