



## **National Executive Administrator – Job Description Two-Year Post**

This two-year position on the National Executive overlaps with the National Secretary'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 weekend planning meeting 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, in order 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 National Executive Administrator'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. Be the regional contact for a Tangent region as agree with the Executive, send regular emails with information.
11. Assist with sales items at Regional lunches as required.
12. Provide accurate and up to date information on the role of National Executive Administrator for the next post holder, and provide handover documents.
13. Make use of, and monitor, together with the Editor and Website Co-ordinator, Tangent social media in a responsible manner within the bounds of the Data Protection Act.
14. Ensure that all work is regularly backed up to the Executive Dropbox.

### **Specific duties associated with secretarial work**

1. Book venue and accommodation for AGM Planning Meeting in Rednal 12 months in advance, take Minutes and circulate.
2. Take Minutes at National Executive Meetings, prepare and circulate Minutes to other Executive Officers within agreed deadlines. Prepare action points spreadsheet and keep up-to-date.
3. Receive the new Directory forms from clubs, input the new information and maintain the master contact list (spread sheet).
4. Distribute the master contact list to all members of the National Executive on a monthly basis.
5. Maintain the master contact list (spreadsheet) which should contain at a minimum;
  - a. The entire club list

- b. Past National Officers
  - c. Independent members
  - d. Overseas Associate member clubs
  - e. Disaffiliated clubs details
  - f. Newly affiliated clubs list
  - g. Other 4 Club families National Executive contact information etc all on separate tabs
  - h. Index Page
6. Provide Secretary with updated contact information for inclusion in the new Directory at agreed date; thereafter provide a Directory Update list for Secretary to email to club contacts
  7. Maintain the National Executive work and social diary and distribute to other Executive Officers.
  8. Help secure volunteers to assist in the taking of Minutes at the National AGM.
  9. AGM Minutes – *At the end of your 1<sup>st</sup> year*
    - a. Take Minutes at the National AGM together with other Minute Takers
    - b. Prepare AGM Minutes in a timely manner from your 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 participating members. Provide Secretary with final approved pdf for printing by early July.
  10. Provide accurate and up to date information on the role of National Executive Administrator for the next post holder, and provide handover documents.
  11. Make use of, and monitor, together with the Editor and Website Co-ordinator, Tangent social media in a responsible manner within the bounds of the Data Protection Act.
  12. Ensure that all work is regularly backed up to the Executive Dropbox.

### **Regional Lunches**

1. Liaise with organisers /clubs who are hosting these lunches through your years in office and future years.
2. Promote Regional lunches at every opportunity to encourage clubs to take on the organisation; try and have 2-years worth of lunches booked
3. Send out the Regional Lunch Guidelines, including updates as they occur, to all organising clubs for their guidance.
4. Update and regularly publish to the Executive the future Regional Lunch schedule.
5. Check with the hosting Tangent Club about the venue of Executive meeting, any social event organised and advise Executive of location. Liaise between Tangent club hosting the event and the Executive, regarding home hosting, socials and meals.
6. Co-ordinate Executive travel arrangements in advance, particularly if flying. Complete the appropriate booking form. Liaise with Treasurer who pays for Executive lunches.
7. The week of the Lunch ask for a copy of the roll call and circulate to the rest of the Executive.
8. Liaise with the organiser of the lunch for a table for the sales items in the area where members arrive and have coffee prior to the start.

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

*Updated November 2016*  
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 Updated October 2018