

RVR SECRETARY

The role of the RVR Secretary (an elected position) is to support the other elected officers with the Society's tasks, and by being a point of contact and information for the membership. This support also extends to appointed officers. Additionally, the Secretary contributes in creating and maintaining an ethos of helpfulness and conviviality within the Society. When vacancies occur within the Society, the Secretary is the official point of contact for anyone interested in applying for any post.

The Secretary should also be aware of the stipulations of the Society's Constitution – to be found on the RVR website - <https://www.ravensbournevalley.org/constitution.php> .

Specific tasks that fall within the Secretary's remit are as follows.

Members' Meetings

Agenda

- Prepare a draft agenda – ideally, a couple of weeks before the meeting.
- Circulate the draft agenda to the Officers for changes and additions.
- Prepare the final agenda, ideally a week before the meeting.
- Send the agenda to the Officers, the Webmaster for uploading to the RVR website and the Newsletter editor for email distribution to Members with an email address – as well as the Local Councillors who generally attend our meetings.
- Print and bring copies of the agenda to the meeting (15-20 copies usually suffice).
- Provide copies of the Attendance Sheet for members to sign in.
- Produce a list of apologies received (if any).
- Include a link to the draft minutes of the previous meeting on RVR website as a reminder to the membership.

The Meeting

- Arrive approximately 30 minutes before the meeting is due to start – having previously requested the presence of a fellow officer in case an extensive re-arrangement of the room layout is required.
- At the meeting, give the list of apologies to whomever is chairing the meeting & record additional apologies received.
- Have to hand some copies of the previous meeting for reference to the membership indicating their acceptance of these minutes.
- Take the minutes of the meeting.

Minutes (After the meeting)

- Prepare a draft set of minutes and circulate to the Officers for changes and additions.
- Prepare the final minutes.
- Send the minutes to the Webmaster for uploading to the RVR website and the Newsletter editor for email distribution to Members & Councillors.
- Print and bring copies of the minutes to the next meeting.

General Meetings

- As for Members' Meetings, produce agenda, meeting and minutes.
- Reports:
 - o Approximately one month before the Annual General Meeting, request reports from Officers (elected and appointed).
 - o Collate the reports into a pack for the meeting and – as for the agenda and minutes, arrange for their upload onto the website.

- Produce and circulate the AGM minutes – as for Members’ meetings. **Note:** the minutes of the AGM are considered ‘DRAFT’ until they are approved at the next AGM the following year.
- Extraordinary General Meeting – the procedure is as for the AGM.

Venue for meetings

- Bookings are done by letter in May for the next year’s meetings (Members’ and AGM) starting September. This may be done by the Treasurer, the Chair or Vice-Chair.
- After discussion with other elected officers, bookings may fall to the Secretary to deal with.
- Bookings are confirmed with the venue management approximately one week prior to the event. The invoice is sent to the Treasurer who settles it by bank transfer – as agreed with the venue management.
- Liaise with the venue regarding room layout, lighting and any other issues.

Other Duties

- Ensure that the Secretary’s email address secretary.rvr@outlook.com is always current.
- Receive nominations for Elected Officer posts.
- Receive resignations of Elected and Appointed Officers.
- Ensure that any interest in vacancies are passed on to the Chair and/or Vice-Chair.
- Similarly, pass on to other officers any information obtained from external sources that may be of interest to the Society.

