



SECRETARY

PURPOSE OF THE JOB

The role of the secretary is to support the Chairman in ensuring the smooth functioning of the SMCA Committee.
The Secretary is the ACU point of contact with the SMCA for all correspondence. The Secretary retains and maintains the documentation and correspondence of the SMCA, either in hard copy or by electronic means.

DUTIES & RESPONSIBILITIES:

1. To prepare agendas in consultation with the Chairman.
2. To circulate agendas and any supporting papers in good time.
3. To receive agenda items from other committee members.
4. To check that quorum is present.
5. To minute meetings and circulate the draft minutes to all committee members within the timelines laid down in the SMCA rules.
6. To ensure that the approved minutes are published on the SMCA website within the timelines laid down in SMCA rules.
7. To check that committee members and staff have carried out action(s) agreed.
8. To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
9. To ensure up-to-date records are kept of committee membership.
10. To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, etc).
11. To sit on disciplinary panels as required.

REPORTING TO:

The Secretary is accountable to the members of the SMCA Committee for carrying out delegated tasks and to the membership for the accuracy of SMCA records.