



IMAPS-UK

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Registered Charity: 801142

IMAPS-UK Secretary Role Description:

This is a volunteer role fulfilled by a fully paid member of IMAPS-UK, elected as an “Officer” at the AGM onto the Societies organising Committee, for a period of one year. In addition to the responsibilities of an active committee member, the elected person must commit to the responsibilities associated to the secretary role.

Overview:

The leadership of IMAPS-UK requires the services of a fully paid up member of the society who is prepared to volunteer services to assist in the running and organisation of the society. The primary function of the secretary is to assist with the organisation and running of committee meetings, which take place 3-4 times per year, and AGM.

The secretary will also act as the communications hub for the society relaying internal and external correspondence and enquires to the appropriate member of the committee, providing responses where appropriate. The secretary will become the custodian of the IMAPS-UK mobile phone and will handle all incoming calls and messages (returning calls when missed).

Responsibilities:

The following list, whilst not exhaustive, provides a comprehensive overview of the responsibilities of the Secretary, which focus on supporting the Chair and committee in the running of the society.

- Liaise with chair to plan meetings
- Prepare agenda's in consultation with the chair
- Receive agenda items from committee members
- Circulate agenda's and supporting documents in good time prior to meetings
- Taking minutes of meetings and circulating to committee members within four weeks of any meeting
- Check that members have carried out agreed actions
- Check that a quorum is present at meetings
- Filing of minutes and reports. This may be in electronic format with suitable back-up
- Responding, or redirecting where appropriate, to committee correspondence Internal/ external enquires (phone, email) / jobs, etc
- Provide advice & assistance to the succeeding IMAPS-UK Secretary
- Maintain the archive of past minutes of committee meetings and AGM's and EGM's. This may be in electronic format with suitable back-up