



International Microelectronics Assembly & Packaging Society

Registered Charity: 801142

Secretariat Services Role Description

Scope of Role:

IMAPS-UK Secretariat will provide administrative, marketing and business development services, plus provide a published address for use by the Society as their main "Office" location.

The Secretariat will help organise the Society's Technical Conferences and Workshops, which they will also attend, to provide administrative functions as required.

The Secretariat will generate promotional newsletters, emails and datasheets to promote events, news and activities, plus upload this information to the IMAPS-UK websites and distribute as required.

The Secretariat will manage the Annual Membership programme, which presently comprises four classifications: Corporate, Individual, Academic and Student.

The Secretariat will suggest improvements to develop and improve the services delivered by the Society to its members. In addition, the Secretariat will promote the Society and its activities in order to help retain and grow membership.

The Secretariat will report their activities at each Committee Meeting; presently there are 4 meetings per annum.

Specific details of the above activities, which may be reviewed and updated periodically in agreement with the Secretariat, include:

- a) **Secretarial Services:** Record keeping, answering enquiries (verbal and written), taking minutes of calls/meetings etc. as required.

- b) **Membership Services:** This breaks down into two activities, firstly to provide a focal point for new and existing members. Documenting member's records and sending out membership material and renewals. Managing the IMAPS Affiliate Membership programme.

Secondly the promotion and development of IMAPS-UK membership (corporate, individual, academic and student): Aiding the IMAPS-UK committee to increase membership through promotion of the current benefits and implementing new member benefits. This includes preparing marketing materials, manning IMAPS-UK table-top at events and communicating (by email, phone and in person) with potential new members.

- c) **Event organisation.** IMAPS-UK currently runs up to eight external events per annum, including Technical Conferences and educational workshops, which require a significant amount of organisation and planning. Event organisation and support includes (but is not limited to) the following tasks:

- I) Suggesting topics
- II) Organising venue
- III) Confirming speakers
- IV) Writing Calls for papers / posters / abstracts
- V) Setting up our online registration website, presently via Regonline
- VI) Preparing an event budget in conjunction with the organising team and Treasurer.
- VII) Finding hotels/travel arrangements
- VIII) Promotion – sponsors and exhibitors
- IX) Keeping track of the organisation – arranging conference calls
- X) Making arrangements with the venue – catering, lighting, audio, presentations, arranging people to receive exhibitor's material etc. ahead of the date.
- XI) Sending arrangement information to exhibitors
- XII) Organising poster sessions.
- XIII) Arranging support from partners (NMI, IEEE, KTN's, etc.)
- XIV) Organising panel sessions
- XV) Inviting people to judge posters/ presentations
- XVI) Promoting the event – attendees
- XVII) Writing and printing the programme
- XVIII) Preparing IMAPS-UK opening presentation and promotional materials
- XIX) Answering emails / phone calls from speakers, exhibitors and attendees.
- XX) Preparing name badges
- XXI) Emailing event information to attendees prior to the event
- XXII) Arranging informal dinner or welcome drinks etc.
- XXIII) Printing feedback forms and asking people to complete on the day
- XXIV) Collating feedback
- XXV) Thanking speaker, exhibitors, venue afterwards
- XXVI) Posting presentation and sending attendees download info
- XXVII) Posting feedback on IMAPS-UK Social Media activities: blog, LinkedIn etc.

- d) **Working with Social Media Coordinator on the Blog and on LinkedIn, Twitter.** Provide a regular presence on these platforms, help IMAPS-UK members to find the appropriate person to answer question, help with problems or find a supplier etc...
- e) **Being the main contact for IMAPS-UK.** Responsible for receiving phone calls and emails and respond in a timely manner (within 48 hours).
- f) **Working with the IMAPS-UK Secretary to record meeting minutes.** Minutes of committee meetings should be taken in conjunction with the IMAPS-UK Secretary and distributed to Committee within a working week of the meeting. The IMAPS-UK Secretary is responsible for producing the final minutes, which are distributed by the Secretariat. The taking of minutes at other meetings will be determined on a case by case basis.
- g) **Support Newsletter Coordinator.** Support the Newsletter coordinator to collect and coordination of information from the IMAPS-UK committee and membership and ensure timely delivery of at least 4 Newsletters per annum.
- h) **Supporting Treasurer and Membership Secretary.** Oversee and coordinate the use of our online membership and event registration provided for events and membership by ensuring that the payments are collected correctly and efficiently and that IMAPS-UK are taking advantage of the services available. Ensure the online system is set up correctly to collect membership each year and send emails to our members to inform them of auto-renewal *before* the money is taken (if auto-renewal is in place) or send emails to encourage members to re-join (if auto-renewal is not in place).