

## **Assistant Secretary**

### **1. Purpose**

The core purpose of the Assistant Secretary is to assist the Secretary in their role of communicating with members, other societies and guest speakers.

### **2. Duties**

The main duties of the Assistant Secretary include:

- Attendance at Society and Committee meetings;
- To provide support and assistance to the Secretary in the execution of the Secretary's duties such as communicating with members, Committee and guest speakers;
- To provide assistance and support the Secretary at Member and Committee meetings (primarily the production of minutes and agenda in electronic form and send these out in good time for the next meeting); and
- Taking on the role of Secretary at Members meetings when the Secretary is unable to attend.

This list is not exhaustive and the Assistant Secretary may be requested, from time to time, to undertake other ad hoc duties and responsibilities on behalf of the Society.

### **3. Accountabilities**

The Assistant Secretary will, again, be ultimately responsible to the Membership of the Society.

On a day to day basis they are accountable to the Secretary, Officers and other members of the Society Committee.

### **4. Working relationships**

The Assistant Secretary will work directly with the Secretary and Chairman.

### **5. Other notes**

The position of Assistant Secretary is a good grounding for someone not used to serving on Committees or the workings of the Society. The knowledge and experience hopefully gained should enable the individual to take on other roles within Society.