

Secretary

1. Purpose

The core purpose of the Secretary is to carry out the work of the Society on behalf of the Committee and its membership.

2. Duties

The main duties of the Secretary include:

- Attendance at Society and Committee meetings;
- Arranging the meeting venue and a programme for Society meetings, including guest speakers where required;
- Advising members of meeting details with foreword for the RAY (*and e-mail reminder?*);
- Dealing with all correspondence received (and liaising with the other officers where appropriate);
- Providing information as requested by County RA/FA and National RA/FA;
- Acting as central point of contact for members seeking advice and assistance in relation to refereeing matters;
- Ensuring the provision of brief agenda for Chair at Society meetings; and
- Ensuring the provision of an agenda, the taking of notes and circulation of minutes for Committee meetings.

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

3. Accountabilities

The Secretary is ultimately responsible to the Membership of the Society but, on a day to day basis is accountable to the Officers and other members of the Society Committee.

4. Working relationships

The Secretary will need to work closely with the Assistant Secretary and Chairman.

They will also need to develop a working relationship with other Officers, members of the Committee together with other Societies, Surrey County and National RA, and the Surrey County FA