

Peterborough & District Family History Society

Job Description for the Society Secretary

The Secretary is an indispensable Honorary Officer of the Society and a member of the Committee.

The Secretary shall be elected annually by the membership at the Annual General Meeting.

The specific role is to gather documentary material necessary to conduct formal and informal meetings of the Society; to record the transactions, items and actions raised during these meetings; to make those records available to those who might require them.

The responsibilities of the Secretary include the following tasks, or delegating them to others and ensuring that they have been carried out:

- The Secretary supports the Chair by ensuring the smooth functioning of the Committee;
- Liaising with the Chair, other officers and members and with external contacts to help ensure the smooth running of the Society;
- For committee meetings:
 - Circulating agendas, minutes, meeting papers and reports as required;
 - Producing accurate and timely minutes and notes of the meetings.
- Maintaining list of members as supplied by membership secretary, taking account of GDPR regulations;
- Circulating to members, usually by email:
 - Information and reminders about Society activities;
 - Information about the world of Family History;
 - Papers, notices and reports necessary for the AGM and any EGMs.
- After agreement by the committee, overseeing the organisation of events that the Society intends to attend;
- Act as contact for our Society with the Family History Federation;
- Act as the primary official point of contact for our Society with other societies, organisations, and non-members;
- Any other reasonable duties requested by the Chair or committee.

SKILLS

- To gain a working knowledge of the Society's Constitution, systems and processes and be familiar with the work of the key personnel;
- To have secure password protected access to a computer and printer, and the ability confidently to use it to provide documents in both Word and PDF formats for others;
- To have organisational skills;
- To have the ability to plan own work, work on own initiative and meet deadlines;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be flexible.