

HASSRA Club Secretary – Role & Responsibilities

- Ensure Line Manager is aware of involvement with HASSRA club.
- Arrange committee meetings:
 - ✚ Agree suitable date and time with Chair;
 - ✚ Book venue, or if applicable telekit slot;
 - ✚ Inform committee of the arrangements and request agenda items;
 - ✚ Issue Agenda;
 - ✚ Attend meeting and take minutes/outcome notes; *and*
 - ✚ Issue minutes/outcome notes
- Arrange the club AGM, with assistance from the Chair and Treasurer:
 - ✚ Agree suitable date and time;
 - ✚ Book venue;
 - ✚ Inform committee of the arrangements;
 - ✚ Issue email invitation and request for agenda items/nominations to members;
 - ✚ Finalise agenda; issue with minutes of previous AGM and a copy of the accounts;
 - ✚ Attend meeting and take minutes/outcome notes; *and*
 - ✚ Issue minutes/outcome notes
- Keep an email distribution list of all members in the office[s] and ensure it is updated regularly – contact the Regional Business Partner [RBP] who can provide an up-to-date RM list.
- Be aware of all current HASSRA offers – Local, Regional and National.
- Encourage members to take full advantage of the varied Regional, and National, opportunities available through the sporting and recreational activities offered by HASSRA.
- Alert the RBP if you become aware of anyone who has expressed an interest in a particular activity and wishes to be informed about Regional or National events.
- Issue communications to members as agreed by your committee, ensuring they are aware of what is happening Locally, Regionally and Nationally. **DN:** It is likely that the RBP will provide a regular email update which can be forwarded to members with local additions.
- Encourage members to look at the HASSRA website, providing information on how to access it easily.
- Update office notice boards; liaise with the RBP to access available material
- Assist the RBP with recruitment activity and initiatives.
- Keep a record of events and activities through the year, including charity fundraising; this can be used to compile the club annual report/award submission at the end of each year.
- Work with the Chair and committee to organise events, offering advice and guidance where necessary.
- Liaise with the Treasurer to ensure that all necessary procedures are in place.