

MCG Secretary Role Description

Secretary is a coordinating role for the MCG committee and a formal public contact point.

Continuous activities:

- Maintain membership database (with Treasurer)
- Set agenda for committee meetings with input solicited from all committee members
- Arrange date and time for committee meetings, now likely to be mid-week by Zoom
- Chair committee meetings, appoint minute taker (normally recorder / librarian)
- Receive Secretary enquiries from the MCG website
- Help resolve disputes between committee members
- Coordinate the committee to ensure smooth running of MCG
- Act as back up web site editor
- Act as hut bookings administrator (jointly with another committee member)
- Act as manager for the MCG access system
- Use electronic banking to authorize larger payments set up by the treasurer

Annual activities:

- Send out membership renewal requests, currently in early December. Include current membership details (MS Word Mail merge). Include privacy notice link.
- Mid-January, chase late payers.
- In January or early Feb, receive BCA cards, receive MCG cards and print annual Charterhouse Permits for caving members (MS Word mail merge + request re supply for next year). Print membership renewal letters (MS Word Mail merge) and post renewal package.
- Create agenda for AGM and any EGMs. Send out calling notices (see constitution) for GMs (book venue if required, set up Zoom).
- Arrange chair and minute taker for GMs.
- Ensure nominations for committee posts are obtained and give notice of same with AGM agenda, all in good time for the AGM (see constitution)
- Update Charity commission web site with accounting details for previous year (mid-summer after account ratification) either just income and expenditure or simple accounts depending on turnover. This will be an imperative once we are a CIO.

Update Charity commission website trustees list after elections at a GM (? After co-opting mid year).

Ensure that the hut building and contents insurance cover is appropriate and renewed.

Bill Chadwick Feb 2021