



41 Club
CONTINUED FRIENDSHIP

JOB PROFILE

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| JOB ROLE: | National Secretary |
| MEMBER OF: | National Board |

Purpose:

To be responsible for the implementation and execution of all secretarial and administrative matters pertaining to the affairs and well being of the Association.

Responsibilities:

1. Administer the implementation of the Objectives of the Association.
2. Issue preliminary notice and agendas for all National Board, Council & Forward Planning Meetings. Produce accurate minutes from those meetings
3. Member of the Operations and Forward Planning Committee and ex-officio member of all Committees. Member of the Round Table Family Group.
4. Promote a Round Table Family ethos.
5. Co-ordinate the organisation of the Annual General Meeting issuing formal notification of the meeting to the Membership. Issue agenda and reports agreeing with the Honorary Solicitor wordings for Resolutions. Brief the National President the detailed running order of the meeting. Work with the local Conference Committee as to the requirements. Stage manage the Annual General Meeting.
6. Ensure all meetings, are conducted within the Rules and Standing Orders of the Association. Provide relevant reports for all meetings.
7. Ensure that all Standing Orders and Rules for the association are updated and correct at all times.
8. Have a copy of both the standing orders and Rules published on the website.
9. Be responsible for the activities of the Secretariat and through the Round Table Administration Team working in Marchesi House.
10. Work closely with the Archivist and Solicitor as to their individual responsibilities. Ensure the content of all publications is legally accurate.
11. In combination with the Comm's/IT officer, be responsible for all IT elements of the Association especially the Club Administration System ensuring its integrity and accuracy are maintained.
12. Ensure the principals of the are observed across the Association.
13. Be responsible for signing all letters, legal documents and contracts on behalf of the Association ensuring they have been accurately checked with all relevant Officers or the Honorary Solicitor and are legally correct.
14. Ensure the trademark of the Association is correctly used in accordance with the Associations Brand Guidelines and its legal standing.
15. Manage In combination with the National Councillor Liaison officer (NCLLO), the elections of all National Councillors.
16. Manage the elections of all Board posts ensuring they are carried out within the rules and Standing Orders of the Association.
17. Act as liaison between the Association, Round Table and Marchesi House.
18. Manage the Administration In combination with the Comm's/IT officer the IT budget and for the Association
19. Provide regular articles and notices for the National Communications Officer for inclusion in the Association Website, Newsletter and Magazine.

20. Manage the Secretarial Committee setting objectives and reporting progress to the National Council and Board.
21. Participate in and attend all Board and Council Meetings providing a written report of activities prior to each meeting. Co-ordinate the publication of Council Reports and the National Council Report for the AGM
22. Produce, working closely with Marchesi House, the annual Directory of the Association.
23. Carry out all reasonable requests as determined by the National Board.

Qualifications for Office:

Enthusiastic, have a sense of duty, carry out the role with pride, have a strong desire to ensure a successful future of the Association, and above all to carry out the role with responsibility, dedication, acceptable humour and respect for his fellow Officers.

The National Secretary must also:

1. Be a fully paid up member of a constituted club.
2. Have adequate time to carry out the role
3. Be prepared to carry out the role for a period of a minimum of three years.
4. Be PC literate to an appropriate level and have internet e-mail access which is regularly checked
5. Be able to travel to National events.
6. Have relevant experience within Table or 41 Club i.e. held an Office at Club, Area or National level.
7. Have an interest or experience in IT and administration

Phillip Ellis & Andrew Mackereth
President & Vice President
May 2018