

**SECRETARY****YOUR ROLE AS SECRETARY**

*The Secretary is responsible for many of the administrative aspects of the Club including taking Minutes at Board meetings, handling correspondence as necessary and keeping records. She organises the Annual General Meeting.*

Tasks	Further details
<b>The Board</b>	
Take the Minutes of all Board meetings	<ul style="list-style-type: none"> <li>Distribute Board Minutes to all Board Members and the Archivist</li> </ul>
Prepare the Agenda for Board meetings	<ul style="list-style-type: none"> <li>Ask for input from other Board Members</li> </ul>
Handle Club correspondence with assistance, if needed, from the Swiss Liaison member	
Keep track of the Club's Inventory List and update it yearly	<ul style="list-style-type: none"> <li>Send a copy to the Board</li> </ul>
Organise New Board/Old Board Meeting and Lunch	
<b>Annual General Meeting (AGM)</b>	
Immediately after the last AGM, ensure that the venue for the next AGM is booked.	
Announce the next AGM date in the September <i>Grapevine</i>	Publish regular reminders in <i>The Digest</i> and <i>Grapevine</i>
Prepare an announcement for the March <i>Grapevine</i> inviting members to propose Agenda items	
Prepare the AGM Agenda for Board discussion	
At the end of March book a caterer and start planning for the for the AGM.	Coordinate AGM arrangements with the concierge and caterer
Prepare and mail the AGM package to the Web Manager at least 1 month before AGM. Make a post for the Digest team about the AGM. This must be done at least 10 days before the meeting.	The AGM package consists of: <ul style="list-style-type: none"> <li>Agenda for AGM</li> <li>Proxy voting form (<i>since 2011 EGM</i>)</li> <li>Minutes of previous AGM</li> <li>previous Club year's audited accounts and auditor's report</li> <li>Charity cash report for the last nine month</li> <li>proposed budget for next Club year</li> </ul>
Take Minutes at the AGM. Prepare draft Minutes and circulate to the current Board well in advance of the June Board Meeting	<ul style="list-style-type: none"> <li>Full approval by the current Board should be obtained at the June Board Meeting</li> </ul>
Keep and prepare the official attendance record book to be signed as members arrive	<ul style="list-style-type: none"> <li>Arrange for the Nominating Committee to supervise the members' registration process</li> </ul>
Keep files of the AGM for future reference	<ul style="list-style-type: none"> <li>Include information on timing, costing, general comments and recommendations</li> </ul>
<b>Miscellaneous</b>	
Act as Secretary for any Extraordinary General Meeting	
Check stationery stocks annually and re-order as necessary	

## YOUR ROLE AS GENERAL BOARD MEMBER

*All Board Members are responsible for the position for which they were elected and for the day-to-day operations of the Club.*

Tasks	Further details
<b>The Board</b>	
Carry out decisions made by Club Members at the AGM and at Extraordinary General Meeting(s)	
Attend all Board meetings and the AGM	<ul style="list-style-type: none"> <li>• Proceedings at Board meetings are confidential (Bylaws Article IV.B.2)</li> <li>• All Board Members participate fully in discussions and decision making</li> </ul>
Read and adhere to the Constitution, Bylaws, and Policies and Operating Procedures of the Club	<ul style="list-style-type: none"> <li>• Review annually the POPs chapter relevant to your Board position</li> </ul>
Be prepared to act as a Board Representative if asked by the President	
Be ready to perform extra tasks for the Club as required	
Report to the Board on developments in your area of responsibility	
Keep files up to date	
Brief potential candidates about your Board Position	<ul style="list-style-type: none"> <li>• Instruct them to read POPs</li> </ul>
During the hand-over period (between the AGM and 1 July), brief the person taking over your Board position	<ul style="list-style-type: none"> <li>• Hand over all relevant files</li> <li>• Instruct them to read the Constitution, Bylaws and POPs</li> </ul>
<b>The Membership</b>	
Attend Coffee Mornings to meet new members and encourage them to participate in Club activities	
Attend the annual Activity Leaders' appreciation event	
Attend Special Events whenever possible	