

BORS Honorary Secretary

The Secretary is 'organiser' of the Society and ensures that operations run smoothly. Organising meetings, booking rooms, writing minutes and communicating what's going on to the members, so they stay interested and involved.

Duties

- Assist the president in the running of the society
- Attend relevant training for running a charity
- Curate BORS governing documents
- Be aware of the societies key aims and objectives as set by the constitution and the board of trustees
- Ensure all trustees and exec committee member sign the code of conduct
- Prepare agendas for society meetings including the AGM
- Check all relevant papers and/supporting material are made available to trustees, executive officers and members before meetings
- Check that a quorum is present at meetings
- Keep accurate records of society minutes and action points for members
- Assemble and format programme for BORS conferences
- Ensure that the charity and its members are insured against public liability
- Comply with the roles and responsibilities of the secretary as set out in the Charity Commission handbook CC48 pp. 8-9.