



Somerset County Archery Association

***** Role of the Honorary Secretary ***
(TR5)
31st May 2017**

INTRODUCTION

The position of Secretary is extremely important for the Association. As an elected member of The Association you will also be a member of the Executive Committee under Clause 24 of the Association's Constitution which states:

- (a) The Council shall consist of the Officers, the Retiring Chairperson, Specialist Members elected at the Annual General Meeting, Specialist Officers, Co-opted Members, Individual (Direct) Members and one member from each affiliated Club. Co-opted Members can be members of the Association and if appropriate external to the Association eg AGB, GWAS.
- (b) The Officers of the Association shall be the President, three Vice Presidents, the Chairperson, the Honorary Secretary, the Honorary Treasurer, and any individual co-opted to one of these offices in a temporary capacity.
- (c) Executive Committee shall comprise the following Officers of the Association; the Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer and Development Officer. The President and Vice Presidents shall have ex officio status. In the event that the above Officers represent less than three Clubs, an additional member for the Executive Committee shall be added from the elected officers of the Association and from a third club. No one person may hold more than one of these named position.
- (d) Between Council meetings, the Executive Committee shall have full powers to act on behalf of the Association, consulting wherever possible with other members of the Council. They may act and they shall have the authority to:
 - i) Co-opt in an advisory capacity any person whom they think fit, such person(s) acting purely as adviser and having no power of vote;
 - ii) Appoint such Sub-Committees as may be requisite and may delegate such powers as are necessary. The Personnel of such Sub-Committees shall be named formally upon appointment and such appointments shall be recorded in the minutes of that meeting;

The Sub-Committee shall be empowered to consult any person in an advisory capacity but shall not be empowered to co-opt such person(s) onto the Sub-Committee;
 - iii) Act on behalf of the Association in case of any emergency;
 - iv) A quorum for a meeting of the Executive Committee shall be three persons who are members thereof and shall include at least one from the Chairperson, Secretary and Treasurer and must represent at least two clubs;
 - v) Where it is necessary to determine any issue by voting the members of the Executive Committee, except for the chairperson of the meeting, shall each have a single vote. The President and Vice Presidents will have no vote;
 - vi) The result shall be decided by simple majority;
 - vii) The chairperson of the meeting shall only have a casting vote;

- viii) Minutes shall be kept of all meetings of the Executive Committee and a copy of those minutes shall be presented at the next meeting of the Council, except where the sensitivity of individual matters renders this inappropriate or illegal;
- ix) There shall be no limit to the number of consecutive terms that any individual may serve as a member of the Executive Committee other than the Chairperson (see Clause 27).

SPECIFIC DUTIES & REPONSIBILITIES

The following will be the specific responsibility of the Honorary Secretary who shall:

- 1) Conduct all official correspondence of the Association;
- 2) To act as the initial point of contact for the Association;
- 3) Liaise with regional and national governing bodies;
- 4) Liaise with club secretaries within the county;
- 5) Hold in custody all documents belonging to the Association;
- 6) Minute all proceedings of Meetings;
- 7) Call Meetings of the Committee, giving adequate notice of the same (as stated in Clauses 33, 43, 44 and 45);
- 8) Whenever possible circulate an Agenda for forthcoming Meetings;
- 9) Whenever possible circulate, along with the Agenda, the minutes of the previous Meeting. This is in order that Club Representatives might draw attention of the same to the general membership of the Association, that all shall be aware of Committee action and decision;
- 10) Preparation of letters, papers and reports including an Annual Report;
- 11) To attend County meetings whenever possible and give a report.

The above could be subject to change should the Association's Constitution be amended or if duties or specific tasks need to be amended.

REQUIRED SKILLS, QUALIFICATIONS AND EXPERTISE

It is important that the Association recognise the significance of this position and to this effect the postholder must be:

- 1) A member of the Governing Body AGB;
- 2) A Full Member of the Association;
- 3) 18 years of age or older;
- 4) Share and uphold the aims and objectives of the Association