

THE ROLE OF THE SECRETARY

To ensure the smooth running of the FED Board Meetings.

The Secretary will:

Before the Meeting

- Agree with the President on the order of business for the meeting and the way in which it should be dealt with on the agenda.
- Ensure that notice of the meeting is given, suitable accommodation arranged (preferably revolving around the region to be fair to all Executive members) and that copies of the agenda are prepared.
- Circulate to all members any papers to be discussed at the upcoming meeting and a copy of the agenda, minutes of the previous meeting; **and**
- Make sure any reports of information requested at the last meeting are available.

At the Meeting

- Arrive in good time before the meetings with the minutes and all the relevant correspondence and business matters in good order.
- Record the names of those who were present and record apologies from those who are absent.
- Ensure that minutes of the previous meeting are read and if they are approved record this.
- Report on action or matters arising from the previous minutes or ensure that such reports are given.
- Report to meeting any important correspondence that has been received.
- Takes minutes of the meeting, recording the key points and making sure that all decisions and proposals are recorded as well as the name of the person or group for carrying them out. Make sure action points are clear.
- Make sure that the President is supplied with all the necessary information for items in the agenda and remind the President if an item has been overlooked.
- Pass all minutes on the Website and Communications Officer to be uploaded to the website.
- Support and promote the work of the Federation