

Secretary Training 2016

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Contact Details

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Training Outline

- ▶ This session will cover the role of a Secretary, specifically:
 - ▶ Meetings - Committee Meetings / AGMs / EGMs;
 - ▶ Constitutions and constitutional amendments
 - ▶ Emails and Membership Lists - Hive;
 - ▶ Secretary's Report; and
 - ▶ Financial Responsibility.

Sample Constitution - Role of a Secretary

- ▶ In addition to the duties of all committee members the Secretary shall:
 - I. Be responsible for all correspondence of the Society.
 - II. Take and record the minutes of all meetings of the Society and of the Committee.
 - III. Promptly send out minutes from all meetings to relevant parties within 48 hours of the meeting ending.
 - IV. Provide the secretary of the CSC with a written record of the Society's activities during their term of office not later than the date set by the CSC for submission of this report.
 - V. Inform the CSC promptly of any changes to the constitution of the society.
 - VI. Keep a record of membership that is up-to-date and ensure that it is kept confidential, allowing only the officers to see it in the execution of their duties.
 - VII. Send out the weekly email outlining the society's weekly events.
 - VIII. Prepare a handbook for their successor.

Meetings

- ▶ Three types of meetings:
 - ▶ Committee Meetings;
 - ▶ AGMs; and
 - ▶ EGMs.

- ▶ AGMs and EGMs function largely the same - deal with the above three types in two categories.

Committee Meetings

- ▶ Frequency
- ▶ *In-camera* Rule
- ▶ Agenda
- ▶ Minutes

Sample Agenda

?

DU Fortean Society

Committee Meeting - 6:00pm 4/10/14

?

1. Minutes of the previous meeting

?

2. Matters arising from the Minutes

?

3. Reports from the Officers

?

4. Matters arising from these Reports

?

5. 4th Week Event

?

6. Society Trip

?

7. End of term lecture and reception

?

Any Other Business (AOB)

SAMPLE MINUTES

Durfortean Society

Minutes of the 1st meeting of the Fortean Society Committee, Michaelmas Term, held in the Elizabeth Rooms at 2 p.m. on Thursday 2nd October 2015

Present: Andrew Burrows (Chairperson), Jamie Buckley (Treasurer), Liam Hunt (Secretary), Jim Connell-Moylan (PRO), Lucy O'Connell, Emma Matthews

Apologies: Joe O'Gorman

Minutes: had been circulated and were signed.

Matters Arising: None.

Officers' Reports

Chair: Andrew commended everyone on a great Freshers' Week and outlined the plan for the term. He has been in touch with a number of societies about collaborations throughout the year.

Secretary: Liam reported that membership numbers were up from last year and mentioned that he intends to meet with the CSC Secretary to discuss constitutional changes.

Treasurer: The accounts for the previous year have been submitted and the society is in good standing. Signatories have been changed on the account. Jamie will deal with the 4th week grant for the proposed event.

PRO: Jim has secured a deal with Reads Print & Design for posters and printing. He met with Hive to discuss event hosting and membership management through their app.

4th Week Event

Jamie recommended that the society apply for a 4th week grant of £150 to cover costs of materials. The Atrium booking needs to be confirmed.

Society Trip

Lucy suggested a Halloween-themed trip to the Wax Museum on Friday 31st October. Jim will follow this up with the museum and see if he can get a group discount.

End of Term Lecture and Reception

Emma confirmed that noted scholar of Charles Fort had been in touch to say he is able to give a lecture in the last week of term, which will be followed by the annual reception and Christmas party. This will be dealt with further over the coming weeks.

AOB:

Liam reminded everyone to send in their timetable so a regular meeting time can be scheduled.

Next Meeting: to be arranged.

Signed: _____ Date: _____

General Meetings

Annual General Meeting (AGM)

- ▶ Purpose - Annual Reports and Elections
- ▶ Elections

Emergency General Meeting (EGM)

- ▶ Purpose - Elections / Constitutional Amendments
- ▶ Procedure for calling AGM and EGM - Constitution
- ▶ Notify me - random checks

Elections

► Best practice in elections requires that you:

1. Are familiar with the type of electoral system you are using;

$$\text{votes needed to win} = \left(\frac{\text{valid votes cast}}{\text{seats to fill} + 1} \right) + 1$$

2. Have up to date membership lists;
3. Check membership on the door;
4. Do not admit anyone to membership 24 hours prior to an AGM / EGM for the purposes of voting;
5. **Run your election properly!**

Constitutions and Constitutional Amendments

- ▶ Purpose of Constitution

- ▶ Process for amending constitution:
 1. Clearly mark all changes you wish to make and submit them to me for review;
 2. Vote on approved changes at an EGM or AGM
 3. Resubmit changes voted in by majority of members present to me for ratification by CSC Exec.

Please note that all changes are provisional until ratified by the Executive

Membership Lists and Emails

Membership Lists

- ▶ Confidential - your responsibility
- ▶ Keep up to date

Emails

- ▶ Internal and external emails - tone
- ▶ Bcc to groups
- ▶ Data Protection - Automatic Unsubscribe

Secretary's Report 2015-16

- ▶ The deadline for Secretary's Reports was 30th June. A satisfactory report must include:
 - i. Total membership as at the end of the previous year;
 - ii. A list of all those elected or co-opted to office during the year;
 - iii. A description of the meetings or other activities of the society during the year including the number of meetings, attendances, names of speakers, titles of films shown, reports of field trips etc;
 - iv. A list of all those elected at the most recent AGM;
 - v. Extent and nature of use of society rooms; and
 - vi. Details of any constitutional changes adopted during the year.

- ▶ **A report must be submitted and deemed satisfactory before a grant application for 2015-16 will be considered.**

Financial Responsibility

- ▶ Secretaries may sign cheques, acting as signatories on Society bank account.
- ▶ Entirely up to you but, as always, check Constitution.
- ▶ Immediately after an AGM / relevant EGM a bank account change of signatory form must be completed.

Conflict Resolution

- ▶ Co-exist - focus on common ground, using compromise and negotiation to resolve issues.
- ▶ Professionalism - hold more formal meetings, stick to the agenda and keep things to the point!
- ▶ If the tension is between 2 members, take the issue to other committee members, not in order to take sides but to allow for mediation, and a resolution that is best for the majority.
- ▶ Consult your society constitution - there may be something in there that can clarify the contentious issue.
- ▶ If necessary seek independent advice from the CSC - either an Officer or a staff member.

Summary

1. Constitutions
2. Membership and Correspondence
3. Meetings

Thank you for your attention

Any Questions?