

South Oxfordshire Archaeological Group

DUTIES AND RESPONSIBILITIES OF OFFICERS

THE ROLE OF THE HONORARY SECRETARY (FULL FORM)

The Honorary Secretary should be familiar with the SOAG Constitution and the rules contained in it and with any other policy statements issued.

There should always be a close link between the Honorary Secretary and the Chairman; together they should be aware of all matters of relevance to SOAG, should draw up the agenda for committee and general meetings and be aware of what decisions need to be taken at those meetings.

Constitution

- The Hon. Secretary must be familiar with all the Group's rules and regulations as contained in the Constitution and any other policy statements issued.
- The master copy of the Constitution and other policy statements should be kept safely in a file but the Hon. Secretary should ensure that a copy is to hand at every meeting.
- The Hon. Secretary is responsible for updating the Constitution and other policy statements when changes occur and distributing the revised copy to the committee.

New Committee Members

All new committee members should receive a 'welcome pack', consisting of the Constitution and any other policy statements, minutes of the last AGM, the latest Annual Report and Accounts, copies of minutes of the most recent committee meetings and any relevant leaflets produced by the Group.

Planning a Committee Meeting

- Ensure that the venue is booked and arranged suitably for the meeting
- Ensure that copies of all papers being discussed are prepared and (if possible) circulated to committee members well in advance of the meeting

The Agenda

- In consultation with the Chairman, draw up the agenda. The Chairman has the final say about the order in which items appear.
- The Notice and Agenda should be circulated at least seven days (preferably two weeks) prior to a meeting.
- Any major items which are on-going warrant their own place on the agenda and should not be brought up under matters arising.
- Urgent matters should be placed early if possible. They may be brought up under matters arising.
- Sub-committees and *ad hoc* committees should each have a slot on the main committee agenda so that any decisions taken by them can be ratified or approved.
- Recurring calendar business should always appear on the agenda in good time for decisions, e.g. the AGM, Group accounts, visits, lectures and any other events.
- All items should appear on the agenda in a logical order. For example, a decision about spending money should ideally appear after the Treasurer has given the financial report.

At a Committee Meeting

- Arrive early to allow time for any pre-meeting discussions with the Chairman
- Ensure that copies of all papers being discussed are to hand
- Take sufficient notes during the meeting to allow accurate compilation of the minutes
- Report on any relevant correspondence, contact with third parties, or other actions taken

After a Committee Meeting

- Compile and circulate the minutes, preferably within one week and not more than two weeks of the meeting. (Check any doubtful notes with relevant committee members, particularly the Chairman.)
- Implement specific actions arising, such as writing letters, contacting people, and organising future meetings or events

Correspondence

- Important correspondence should be discussed with the Chairman and if necessary brought to the attention of the committee
- All correspondence should be filed after action has been completed.
- All important correspondence, insurance documents and financial records must be stored in a safe place for seven years.

Annual Report

- It is the responsibility of the Hon. Secretary to compile the Annual Report & Accounts in time for the AGM, with the Chairman contributing a Chairman's Report and the Honorary Treasurer the Financial Report and examined accounts.
- A draft of the report should be approved by the committee prior to publication as it is in fact the committee's report of the Group's activities during a financial year

Annual General Meeting

- Under the Constitution at least seven days notice must be given for an AGM (and for an EGM). Current practice is to give approximately 3 weeks notice.
- In consultation with the Chairman, draw up the agenda. The Chairman has the final say about the order in which items appear.
- Compile and circulate all documentation to the members. The pack is usually circulated with the relevant copy of the *SOAG Messenger* and typically comprises:
 - AGM Notice and Agenda
 - Minutes of the last AGM (and any EGMs)
 - Annual Report and Accounts
 - Any other supporting documentation
 - List of Nominations for the Committee
- Ensure the venue is booked and arrange suitably for the meeting and for any guest speaker
- Arrive early to allow time for any pre-meeting discussions
- Ensure that copies of all papers being discussed are at hand and that the Chairman is briefed on all relevant matters
- Take sufficient notes during the meeting to allow accurate compilation of the minutes
- Compile the minutes and submit the draft for approval at the next committee meeting

Extraordinary General Meeting

These are handled in the same way as an AGM, but the documentation circulated in advance comprises simply the Notice and Agenda together with a clear statement of the matter for discussion and voting.

Membership Notices

The Hon. Secretary is responsible for circulating notices and invitations to the membership, such as the annual subscription demand, subscription reminders, request for nominations to the committee, invitations to special events, details of visits, etc. These are usually circulated with the relevant copy of the *SOAG Messenger*.

Sundry Duties

- Dealing with web database renewals for the CBA, Current Archaeology, Oxfordshire, etc.
- Dealing with other *ad hoc* enquiries, passing these on to other officers and committee members as appropriate
- Confirming booking dates for the meeting venue(s) in writing.

Additional responsibilities currently undertaken by the Hon. Secretary

1. SOAG Programme Card and Information Leaflet

The Hon. Secretary is currently responsible for updating these each year by the end of March. The programme card is printed and circulated to all members with the April issue of the *SOAG Messenger*. The information leaflet is batch printed on demand.

2. SOAG Messenger (newsletter)

The Hon. Secretary is currently responsible for compiling, editing and ensuring timely distribution of the regular newsletter, the *SOAG Messenger*, which is the principal publication for informing the membership of Group activities. This is compiled from the contributions of committee and ordinary members.

3. SOAG Bulletin (journal)

The Hon. Secretary is currently responsible for circulating the *SOAG Bulletin* to all paid up members and to selected libraries.

4. Membership

The Hon. Secretary is currently responsible for:

- Replying to membership enquiries by email/letter and sending out Information Leaflets
- Sending out a new member's documentation pack comprising: welcome letter and current copies of the *SOAG Messenger*, programme card and *SOAG Bulletin*.
- Passing new member's subscriptions to the Hon. Treasurer
- Maintaining the membership database
- Ensuring other officers have an up to date copy of the membership list