

South Oxfordshire Archaeological Group

DUTIES AND RESPONSIBILITIES OF OFFICERS

THE ROLE OF THE HONORARY SECRETARY (SHORT 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.

Committee Meeting

- In consultation with the Chairman, draw up the agenda.
- The Notice and Agenda should be circulated at least seven days prior to a meeting
- Ensure that copies of all papers being discussed are to hand
- Arrive early to allow time for any pre-meeting discussions with the Chairman
- 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
- Compile and circulate the minutes
- Implement specific actions arising

Correspondence

- Important correspondence should be discussed with the Chairman and if necessary brought to the attention of the committee
- 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

Annual General Meeting

- Under the Constitution at least seven days notice must be given for an AGM (and for an EGM).
- In consultation with the Chairman, draw up the agenda
- Compile and circulate all documentation to the members
- 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 to 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.