



## **National Secretary - overview of the role**

The Secretary is responsible for the documentation and communication of the activities of the NEC. The Secretary is the primary officer overseeing that BACH's Officers and Committee run the organisation in line with the constitution and other policies.

To provide effective oversight & governance of BACH in meeting the organisation's aims & objectives.

Control the items for the agendas of the NEC and AGM and produce the minutes of these meetings. Also, to control the timetable from planning to execution.

Manage the AGM with the Chair.

Work closely with the Business Manager to keep the Members informed of relevant information.

They should record the organisations links between the committee, members and outside agencies.

### **Desirable attributes for the National Secretary**

Be organised and able to assist other Officers to also be organised to meet deadline and goals.

Possesses a level of committee knowledge and the running of an organisation, or the willingness to learn this.

Be committed to meeting the overall goals of the NEC.

Be able to work collaboratively with Regional Secretaries.

Be a competent communicator.

### **Specific duties include but are not limited to those below**

Maintain records of the NEC and ensure effective management records.

Manage minutes of NEC meetings and ensuring the minutes are distributed to members shortly after each meeting.

Manage minutes of AGM and EGM meetings and ensuring the minutes are distributed to members shortly after each meeting.

To manage the conflict of interests at NEC meetings.

Development of the agenda in consultation with other committee members for distribution by the Business Manager prior to the meetings.

Be responsible for accurate and sufficient documentation exists to meet legal requirements.

Overseeing records are kept include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records.

Monitor the constitution and policies are fit for purpose and are relevant to the way the Organisation functions.

Oversee the communication from the NEC to relevant stakeholders.