

SPMA Secretary role description

Key Responsibilities:

- Collating papers for SPMA council meetings and AGM
- Liaison with publishers for AGM meeting papers
- Taking minutes at meetings
- Doodle polls for council meeting dates
- Updating Companies House and Charity Commission with council member details
- Maintaining spreadsheet of council members details
- Supporting the President and Vice-President with running the Society

Time commitments:

- SPMA council meetings usually last 2 hours 4 times a year
- AGM is usually 1 hour
- Collation of meeting papers usually takes around 2 hours to prep and 1 hour to edit after and email round.
- AGM admin (pre and post) is around 5 hours
- Monthly email chatter between the council members and ad hoc issues to deal with generally takes between 30-60 minutes per week.
- Estimated total of 50 hours per year.

Description:

The role of the Secretary is to act as an administrator for the Society. This, largely, means the coordinator and taker of minutes at quarterly meetings, a point of contact for the Society, and liaison with the President/Vice President and Treasurer regarding overall management and running of the Society. As we develop our governance paperwork the Secretary will be involved in this work as part of the governance sub-committee.

AGM support includes preparation of the meeting papers, including coordinating the publishing and distribution to members by Taylor and Francis, taking of minutes. Follow up includes updating committee email lists, details held by Companies House and the Charity Commission about committee members.

The additional roles and support the Secretary could provide to the Society will depend on your interests and time availability, but there is a role in supporting work with the Conference and Geoff Egan lecture, updating social media content, and regular contact with members regarding work of the Society.