

SECRETARY – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Secretary is an elected 3-year [paid] post. The Secretary's address is presently the official "Head Office" address for the Board. The post carries a wide spectrum of responsibilities and duties which include but are not necessarily limited to:

- Being a Trustee of the Board and acting at all times in accordance with the Board's Constitution

as Head Office Administrator

- Receiving correspondence and enquiries from external agencies and individuals
- Communicating such information as is received to appropriate members of the Executive Committee, or Association Members, as necessary and in a timely manner
- Organising the Board's National Aikido Course, in conjunction with the Vice-Chairman
- Liaising with the Membership Officer regarding new member enquiries
- Receiving the monthly PA registration returns and any PI applications from Association Registrars, and checking that the accompanying cheque is for the correct amount
- Maintaining a supply of monthly Registration Return pads and serially numbered PA/PI certificates for Association registrars.
- Acting as link with Board's Insurers, obtaining advice and guidance as required and processing any claims received.
- Representing the Board at external meetings, as required by the Chairman
- Conveying decisions, new policies, etc, of the Board to Association Members
- Maintaining a current register of Member Associations
- Maintaining a current register of insured individual members
- Providing ad hoc admin support, as required, to the Chairman and Vice-Chairman

as Treasurer

- Banking, as soon as possible, fees and monies received from Member Associations
- Receiving and paying expenses claims from Officers and, where appropriate, individual members
- Settling accounts with external agencies against invoices received for services provided to the Board for meeting venues, etc
- Maintaining appropriate income and expenditure accounts to support year-end financial statements [presently uses SAGE software]
- Reconciling the Board's monthly bank statements
- Working closely with the Finance Officer in the preparation of year-end accounts
- Maintaining and retaining financial and insurance records for the appropriate audit periods

as Meetings Secretary

- Working closely with the Chairman and Vice-Chairman to ensure the smooth running of Board business at meetings
- Facilitating meetings, conferences etc including organising venues, refreshments etc, as required
- Attending Executive and General Meetings of the Board
- Preparing, with the Chairman, Agenda for Executive and General Meetings, and circulating them to Officers and Members, as appropriate and with timely notice
- Taking minutes at Executive and General Meetings, checking their accuracy with the Chairman, before copying and circulating them to Officers and Member Associations
- Organising, as required, ballot papers for election of officers at AGM/GM

2. Person Specification

The post holder should, ideally, have a secretarial/office-based background which encompasses and demonstrates:

- Good written and oral communication skills
- A good understanding of Sage accounting systems
- IT literacy, with special regard to data back- up, e-mail communication and e-document preparation
- An ability to work as part of a management team
- Flexibility to work on a diversity of tasks and attention to detail in maintaining Board and Association paperwork
- An ability to communicate with a diversity of Aikido Associations, not all of whom will be robust in meeting monthly deadlines for “registration returns”