

## Secretary criteria, role and yearly duties

<b>Officer Post: Secretary</b>	
<b>Post criteria</b>	<b>Scores 1=low 5=high</b>
Education	Degree or equivalent professional qualification.
Experience	Interest in dockyards and/or naval history
Experience	Committee work – desirable but not essential
Skill	Written communication 5
Skill	Oral communication 3
Skill	IT 3 (Word, minimum)
<b>Levels required of:</b>	
	<b>Scores 1=low 5=high</b>
Self-awareness	3
Social skills	4
Empathy	3
Motivation	4
Self-regulation	5
Duty	Compile agenda and minutes for AGM (to be approved by chair)
Duty	Compile agenda and minutes for committee meetings (to be approved by chair)
Duty	Set dates and send out notices for AGM and committee meetings
Duty	Request officer reports for AGM and committee agendas
Duty	Compile secretary's report for AGM and Committee meetings
Duty	Respond to member and public enquiries
Duty	Lead or contribute to project work, as appropriate
This post collaborates significantly with:... by...	
Chair	By email
All officers	By email

During Covid committee meetings were held online; post-Covid, the committee decided to continue this practice as it saves travel and time. The AGM was also online in 2020 and 2021. This will continue in 2022.

### NDS Secretary's Year

January	<ul style="list-style-type: none"> <li>Liaise with Membership Secretary and Treasurer over the annual subscription level</li> <li>Issue February Committee Meeting Agenda for officer reports, resolutions.</li> </ul>
February	<ul style="list-style-type: none"> <li>Compile Secretary's Report for February Committee Meeting</li> <li>Take Committee Meeting Minutes</li> <li>Compile AGM Agenda with Chair</li> <li>Set next September &amp; February Committee Meeting dates (Agenda item)</li> </ul>
March/April	<ul style="list-style-type: none"> <li>Write and circulate draft Committee Minutes for amendment</li> <li>Follow up any matters arising</li> <li>Finalise AGM Agenda with Chair including officers' reports</li> </ul>

Post-AGM	Write and circulate draft AGM Minutes to the Committee for completion to go out with May Newsletters
August	Circulate September Committee Agenda for reports and resolutions
September	Compile Secretary's Report for September Committee Meeting Take Committee Meeting Minutes Set February & September Committee Meeting dates (Agenda item) Write and circulate Committee Minutes for amendment Follow up any matters arising
November	With the Chair complete AGM Notice/Agenda/Conference Booking Form for December Newsletter Send Treasurer expenses claim form & receipts, for the Examiner of Accounts to examine for AGM
Through year	Respond to member enquiries (passing on to relevant Committee Members)