



The Surname Society

JOB DESCRIPTION FOR THE OFFICER POST OF SECRETARY

OVERVIEW

The Secretary shall be responsible for supporting the Chair and the smooth functioning of the affairs of The Surname Society (or 'the Society') ensuring meetings are effectively organised and minuted, records of administration are effectively maintained, and relevant communication and correspondence dealt with in a timely manner.

POSITION TYPE

This is a non-salaried volunteer position appointed by the Committee. The Secretary is elected bi-annually by the Committee at the first meeting following the AGM. The postholder must be a member of the Committee.

REQUIREMENTS

- Must be willing to attend all Committee meetings of the Society
- Must be adept with the use of email, the internet and social media networks
- Must demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Must have strong networking capabilities that can be used for the benefit of the Society
- Must have the ability to foster and promote a collaborative team environment
- Must have appropriate secretarial and administrative skills and experience
- Should be familiar with the major research processes in surname studies
- Should have excellent communication skills (both verbal and written)

SPECIFIC TASKS

Perform the following duties in furtherance of the Society's goals, including but not limited to:

- Maintain records of the Committee and ensure effective management of the Society's records
- Take minutes of Committee meetings and ensure they are distributed to members shortly after each meeting
- Produce a meeting agenda in consultation with other Committee members and distribute prior to the meeting
- Ensure that proper notification is given of Committee meetings as specified in the Committee Rules and Procedures
- Ensure an Annual General Meeting of the Society is arranged (in accordance with Constitution Clause G1)
- Ensure that the records of the Society are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- Maintain open communication with all members via appropriate means
- Manage the general correspondence of the Society
- Transfer all Society records within 28 days of term completion

TIME COMMITMENT

The Secretary's time commitment is, at a minimum, approximately 10 to 15 hours per month.

Approved at the Committee meeting of The Surname Society: 17 July 2021