

KYB Area Team Secretary

Job Description

The Secretary has a big and important role in the Area Team, setting the tone for communication within and from the team. She must have a good working relationship with the Chairman and realise that this is not a role to be taken on lightly.

The major responsibilities of the Secretary are as follow:

1. Before each team meeting, prepare an agenda with the Chairman, and make sure every team member has a copy in advance of the meeting.
2. Take Minutes of all team meetings. As soon as possible after each meeting, prepare a draft copy for the Chairman's approval, to check that all details are correct before the final copy is circulated to all team members and to the National Administrator. It is helpful to mark items requiring action by individual team members with their initials (in bold font in the righthand margin).
3. Please notify the KYB National Administrator of changes to the team as soon as possible, with details of role, name, address, telephone number and email address.
4. With the Chairman, designate one of your meetings as an Annual General Meeting, when members commit to continuing in their role, or express a desire to change roles or step down from the team. It is suggested that the Statement of Faith is read at the AGM.
5. When planning a KYB function, send emails or letters and make necessary phone calls so that speakers and venues are booked well in advance.
6. Having agreed an overall theme for the event, decide on session headings/activities so the team can plan the overall programme.
7. Circulate copies of the timed programme to all the team, including any guest Speaker, so that everyone knows the timings of the whole event.
8. Send a copy of the publicity to the KYB Administrator for their records.
9. Maintain and keep a mailing list of past attendees with contact details (phone no./email/address) for publicity purposes.
10. Be familiar with the KYB Data Protection Policy and ensure your team works within the procedures.

11. Contact the National Administrator or the National Resources Officer for supplies of promotional material.
12. Prepare signs as needed (this could be delegated to someone else)
13. Prepare registration sheets, changes to mailing list etc.
14. Prepare Notices (eg regarding Fire Procedures & administrative information).
15. Ensure that a thank you card is written to the Speaker, in which to include her Speaker's gift.