



Role of the Secretary

A voluntary secretary is the first point of contact for the BDA staff and local BDA members. The secretary's name will appear in the contact section of the BDA membership database for their Branch / Section / Division and BDA staff will put local BDA members in touch with the secretary as appropriate.

The role of Secretary may be divided between two or more members of the Section committee/Branch Council if required – eg: one person could liaise with the speakers, another could look after the venue / catering / AV side of things, another could manage sponsors and/or social media, and another could organise your Section committee meetings / Branch Council meetings.

So effectively, you can create officer roles like:

Meetings Secretary
Sponsorship Secretary
Social Media Secretary
Section/Branch Secretary

Alternatively, you can accommodate interest in joining the committee from new members to be involved as General Committee members to help with ideas and anything that the Section/Branch needs to do. Then at Section committee meetings/Branch Council meetings you can ask for assistance for any specific tasks/actions.

Secretary's role:

1) Membership

- Welcome new members to your meetings and to the Association as a whole.
- Help maintain contact with members of the Branch, Section, Salaried Group or Division that live within the Branch, Section or divisional boundary.

2) Branch, Section or Divisional Affairs

- Maintain copies of Branch, Section, Salaried Group or Divisional rules so that they are available and updated when necessary, ensuring that changes are notified to the Local Services Team.
- Prepare agendas and minutes for your area's Council or Committee meetings – and submit a copy of agendas, minutes and any papers/reports for AGMs to the Local Services Team.
- Working in conjunction with your wider Branch Council / Section Committee, arrange CPD, social, and Branch Council / Section Committee planning meetings. Agree topics, invite and confirm speakers, book venues, source sponsors, etc.
- Provide notice to the wider committee in good time for planning / committee meetings. It is useful to share the date of your next planning meeting with the Local Services team, especially if you require a link to hold your meeting via the GoToMeetings online platform. Please send details of any CPD / social meetings to the Local Services Team using the Events Information Form supplied. As a guideline the following notice is required:

Evening events: Minimum of 6 weeks notice

Day events or an evening dinner: Minimum of 2-3 months notice

- Once the form has been received by the Local Services Team, the event will be set up on the registration system and on the website for bookings, and emails will be scheduled to advertise the event.
- Return signed attendance registers from events to the Local Services Team in a timely manner (preferably within a week of the event taking place) to ensure walk-ins can be followed up for payment where appropriate; CPD certificates sent to those who hadn't pre-booked; all attendees marked up on the system for GDC verification; and the attendance/financial reconciliation completed.
- Deal with correspondence and report such activity to the next business or committee meeting, as appropriate.
- For Section and Divisional Secretaries, ensure that the Branch Council / Group Management Committee (GMC) receive a quarterly or annual update on the activity of your Section / Division, as requested.
- The term of office is normally a minimum of three years and maximum of six years in succession.

3) Returns and reports

The following returns and reports should be sent to the Local Services Team annually:

- (i) The names of the Officers elected at each AGM of the Branch, Section, Salaried Group or Division
- (ii) For all Salaried Groups a copy of the Annual Report of the activity of the Division should be sent no later than four weeks before the date of the group's AGM for inclusion in the proceedings of the AGM
- (iii) Annual accounts of a Branch or Salaried Group should be forwarded to the BDA Finance Manager
- (iv) Annual accounts of a Section or Salaried Division should be forwarded to the Branch or Group Treasurer as soon as possible after the end of each financial year (usually 30 September).

4) Elections for new officers

- Branch, Section, Salaried Group and Divisional elections. These should be conducted, according to the rules of the Branch, Section, Salaried Group or Division, and normally take place at an AGM, though on occasions it may be necessary to convene an Extraordinary General Meeting, should a vacancy arise in the middle of the year.