

Liaise with the President and other Committee members to prepare agendas for meetings

Prepare and keep minutes of Committee meetings and members' meetings

Receive, send, report and maintain records of Association correspondence, reports, submissions and other business (some paper, mostly electronic)

Prepare and assist in the preparation of correspondence and other written material

Be a point of contact for members and external bodies, in addition to the President, Membership Officer and Treasurer

Support the Committee in ensuring that the Association complies with its rules and its other legal obligations, including Covid 19 regulations

Keep the website content up to date as agreed by the Committee, in liaison with the Website Manager

Contribute flexibly with other Committee members and volunteers towards advancing the Association's objectives and maintaining its operations

Clear the GPO box; co-authorize payments initiated by the Treasurer

Act in conjunction with the President on any urgent matters

Records

Personal email, word, excel and pdf files; Association website and Google Drive account (in conjunction with the Website Manager); paper records of some material

Software and hardware used

Software: email, word processing, spreadsheeting, Zoom videoconferencing, online banking, internet
Hardware: personal computer and phone, Association's portable PA system for member meetings

Current backup arrangements for data or equipment

Data: emails and files automatically backed up to personal cloud account; minutes, submissions and letters (eg, to MPs) held also on Association website or Google Drive account, with support of Website Manager

Equipment: if the PA system was lost or damaged the speaker and microphone at the meeting venue could be used temporarily.

Time commitment

The time involvement is variable, estimated at 2-3 days a month.
