

YORK HOUSE SOCIETY

The Role of the Honorary Secretary

- 1 Together with the Committee, arrange
 - (a) the Society's annual Programme of 5 Ordinary Meetings, 1 AGM, 3 events, and 4 garden walks
 - (b) the annual list of 10 Committee Meetings

- 2 Prepare and circulate (predominantly by email) to all Members
 - (a) Notices, Agendas, Minutes and Papers for Ordinary Meetings and the AGM
 - (b) Bulletins about events - the Twelfth Night Dinner, the HANDS Fair and the Summer Reception

- 3 Prepare and circulate by email to Committee Members
 - (a) Notices, Agendas, Minutes and Papers for Committee Meetings

- 4 Attend Ordinary Meetings, Committee Meeting and the AGM to
 - (a) contribute to the Meetings
 - (b) take minutes
 - (c) write up minutes for circulation
 - (d) keep the attendance book for Ordinary Meetings

- 5 Invite/keep contact with
 - (a) speakers for meetings
 - (b) guests for events
 - (c) the Halls Team at York House for room hire
 - (d) the caterers for the 12th Night Dinner and Summer Reception

Skills Required

- (a) Administrative competence
- (b) Competence in minute-taking
- (c) Ability to communicate by e-mail as well as by phone and letter
- (d) Ability to work in Word and sometimes PDF
- (e) Basic use of spreadsheets

HON SEC's TASKS FOR 2018-19

What Has Been Done

- 1 The rest of the 2018 programme is fixed. On 12 October the speaker is Andrew Hanson (NPL) and on 16 November the speaker is Lord True.
- 2 The rest of the Committee Meeting dates are also fixed. They are
 - 25 Sept
 - 23 Oct
 - 20 Nov
 - 11 Dec
- 3 The dates of Ordinary Meetings for 2019 have been arranged with the York House Halls Team. They are
 - 11 Jan (Twelfth Night Dinner)
 - 8 Feb
 - 15 Mar
 - 7 Jun (Summer Reception)
 - 12 Jul (AGM)
 - 11 Oct
 - 15 Nov
 - 10 Jan 2020 (Twelfth Night Dinner)

What Needs to be Done Quickly

In addition to the usual tasks of (a) writing and circulating agendas and minutes for Committee Meetings and Ordinary Meetings, and (b) keeping in touch with the Halls Team to ensure the rooms we have booked are indeed available

- 1 The masthead on our notepaper etc should be changed to include a new Chair and new Hon Sec
- 2 The two remaining speakers in 2018 should be kept warm to avoid their forgetting or making other commitments and not turning up
- 3 The programme for 2019 should be populated with speakers
- 4 Committee Meeting dates for 2019 should be fixed.

What Needs to be Done Next

- 1 Preparations for the Dinner (eg booking the caterer and musicians, assigning responsibilities for inviting guests, ordering wine, constructing table placements) should be made in October and the event should be publicised in November.

What Should be Done Later

- 1 Responsibilities for the HANDS Fair 2019 should be assigned
- 2 Preparations for the Summer Reception 2019 should be undertaken and responsibilities assigned.