

W&P Guild Hon General Secretary

The role of the General Secretary is at times busy but can give you a direct role into the running of the guild, its members and their successes.

In this role you would be one of the Guilds Principal Officers and provide support as required for smooth running of the Guild. As with the other Principal Officers roles this is a 3 year post (although we are currently seeking a replacement whose term will run to June 2022 before the opportunity for re-election)

The workload falls into two main areas

1. Managing general day to day communications and running of the guild

- a. One of the Principal Officers of the guild, working closely with the Master, Vice master and Treasurer.
- b. Receiving and responding to external requests for information etc.
- c. Working closely with the district secretaries and webmaster to push information to the members from committees (e.g. education, special practices etc.) or the principal officers.
- d. Per the BRF rules You would be elected as one of the 5 BRF Trustees and meet 3 times a year to review existing grants and review new requests, with a view to making proposals for new grants.
- e. Taking minutes at the Principal officers meetings (usually ad-hock meetings) and BRF meetings. These tend to be small meetings, 5 or 6 people typically.
- f. Holding Certificates and badges and selling to the districts as required.
- g. Keeping records of life members, deaths etc.

2. Arrangements for the AGM (June) and Executive meetings (November and March).

- a. Arrangement with the districts for AGM venue, tower, teas etc.
- b. Arrangements for Exec meeting venue (usually at St Barnabas Southampton).
- c. Gathering all required info from the districts and committees beforehand to send out information pack to the attendees in advance in line with the guild rules.
- d. Prepare the agenda in consultation with the Principal Officers.
- e. Prepare and update the Guild calendar for presentation at the meetings.
- f. You will NOT be expected to take the minutes at these meetings, this is done by the minutes secretary.

For more info please contact - Pete Jordan petejordan.wp@talktalk.net