

# National Back Exchange - National Secretary

## Job Description and Procedures

See also *Calendar of Events*

No	Task	Timescale	Procedure
1.	Prepare Agenda for National Executive Committee Meetings – set Meetings or EGM	7 days prior to proposed date of Executive Committee meeting	<p>Compile the agenda for discussion by the National Executive Committee and circulate seven days before the date of the proposed meeting:</p> <ul style="list-style-type: none"> <li>• Ensure that the agenda clarifies the purpose of the planned meeting and the issues to be discussed</li> <li>• Ensure that, as far as possible, any preparatory work for items on the agenda is formatted by the person responsible</li> <li>• Ensure officers forward written officer's reports 14 days prior to the meeting, to distribute with the agenda. A reminder is to be sent to all executive committee members 14 days before the deadline, with a second reminder 7 days before.</li> <li>• Create a document of all executive officer reports and circulate to executive committee members, copied to the Administration Office, 7 days before the committee meeting</li> </ul>
2.	Minutes	Duration of each Executive Committee Meeting	<ul style="list-style-type: none"> <li>• Liaise with the administration office to ensure that an NBE office administrator is available to take notes at the Executive Committee meetings. The Secretary to take the minutes and use these notes to ensure accuracy. These minutes must be taken for meetings and forwarded to members of the executive committee within ten working days of the meeting.</li> <li>• Ensure that corrections made on the signed copy of the minutes of the previous meetings are made on the electronic version before those minutes are forwarded to the Trustees, Patron, Column Editor and affiliated groups.</li> <li>• These minutes must be proposed, seconded and voted upon as a true and accurate record of the meeting</li> <li>• Any amendments to the minutes must also be proposed, seconded and voted as correct</li> <li>• A master copy of the minutes must be maintained by the Secretary to provide evidence of the legality Once voted upon as a true and accurate record of the last meeting the minutes should be signed, and dated, by the Chairman to confirm their accuracy of the organisation</li> </ul>

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2	Minutes (continued)	Duration of each Executive Committee Meeting	<ul style="list-style-type: none"> <li>• Ensure an action list is created, with target dates and actions allocated to individual committee members. This action list is to be circulated to the Executive Committee within 10 working days of the meeting.</li> <li>• Forward a summary of meetings, including proposed, ongoing and completed actions to the Column Editor, to ensure that the membership are aware of the work being undertaken by the Executive Committee, by the copy date to meet publication deadlines</li> </ul>
3	Attendance at Executive Committee Meetings	Ongoing	<ul style="list-style-type: none"> <li>• Ensure attendance at Executive Committee meetings. If apologies are sent for two consecutive meetings, attendance at the next meeting is to be discussed with the Chairman.</li> </ul>
4	Arrange venue for Executive Committee Meetings	A minimum of 4 times per annum – to include one Business Planning Weekend each February	<ul style="list-style-type: none"> <li>• Through discussion with Officers reserve a suitable, accessible environment /venue to enable the Executive Committee to conduct meetings.</li> <li>• Ensure that any related expenses are within the NBE policies and guidelines and then forward any invoices to the Treasurer for payment.</li> </ul>
5	Management of the Administration Office	Weekly and as required	<p>The Secretary will contact the Administration Office on a weekly basis to ensure that:</p> <ul style="list-style-type: none"> <li>– The administration staff are supported and given the opportunity for queries to be raised</li> <li>– Policies and procedures are being followed to the agreed standards</li> <li>– Office opening times are agreed in conjunction with the administration staff, to ensure a professional service to the membership</li> <li>– Personnel management of administration staff e.g. professional development, salaries, annual leave, time management schemes, sickness absence and associated human resource procedures</li> </ul>

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6.	Correspondence	Within three working days of receipt	The Secretary has the responsibility to ensure relevant correspondence is dealt with and copies maintained
7	Annual General Meeting	Annually	<ul style="list-style-type: none"> <li>• To ensure that a minimum of 28 days notice of the meeting is forwarded to all members of the N B E</li> <li>• The AGM must be held within eight months of the end of the financial year</li> <li>• The AGM agenda must include officer's reports from the Chairman and Treasurer, audited accounts and the results of the nominations and election of officers of the Executive Committee. Apologies for absence must also be recorded.</li> <li>• Any motions proposed by the membership must be distributed to all members at least 28 days before the AGM</li> <li>• The Secretary must attend the Annual General Meeting and maintain a record of all members attending the AGM – this should be achieved by the collation of a list of members at the AGM with apologies for absence being recorded as part of the prepared agenda</li> <li>• As the AGM may be recorded (sound) the Secretary should retain the recordings in a place of safety for easy access and retrieval</li> </ul>
8	Nomination of Officers	Annually	<ul style="list-style-type: none"> <li>• Nominations for the election of the Executive Committee must be received in writing at least 60 days prior to the AGM. They must be proposed, seconded and consented to, in writing, by the proposed nominee</li> <li>• Nomination forms should therefore be forwarded to members giving the maximum time possible to allow their return – i.e. in the Spring edition of Column</li> <li>• Ensure all Executive Officers are aware they retire annually</li> <li>• Monitor time span for post held. Re-elected Officers may serve for a maximum of 6 years. A period of 1 year must elapse before an Officer can be re-elected who has previously served a period of 6 years.</li> <li>• If more than one nomination is received per post, a vote must be taken by members at the Annual General Meeting. Candidates are to be advised, by the Secretary, that they will be expected to</li> </ul>

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8	Nomination of Officers (continued)	Annually	provide a short presentation at the Annual General Meeting
9	Extra ordinary General Meetings (EGM)	As and when requested	A minimum of 28 days notice must be given to the membership of an EGM. An EGM may be called by either the Chairman or at the written request of 15 or more fully paid up members of NBE
10	Updating of Group Guidelines	Annually	Each December, to liaise with the Chairman to review and update guidelines relating to : Affiliation Process, Applications for Grant Aid, Membership Application, Constitution, Order Forms
11	Retain copies of all National Back Exchange strategic & operational documents	1 <sup>st</sup> each month	Ensure that a copy of all NBE documents/ database information and any other material the Secretary deems necessary is kept away from the administration office base. This information is to be kept on a memory stick, to facilitate retrieval of any documents at Executive Committee meetings.
12	Risk Management Strategy	Ongoing	To take responsibility for organisational risk management and provide reports to the Executive Committee as required
13	Professional Conduct	Ongoing	In accordance with the Nolan Principles of Public Life, declare any potential conflict of interest, before the item is discussed at an Executive Committee meeting.
14	Mentorship	On retirement	Prior to retirement from the post, to actively recruit a successor and to provide mentorship to the successful applicant from the Annual General Meeting at which they are elected to the Business Planning Weekend the following February.