



Job Description General Secretary & Director of the N Gauge Society

GENERAL SECRETARY OF THE N-GAUGE SOCIETY

Date of Formulation; 1 January 2024

Date of Review; Annually in April

POSITION	VOLUNTEER, Officer of the Committee and Director
ROLE	General Secretary and 1 of 4 Directors of the N Gauge Society Limited
GROUP	Central Services
QUALIFICATIONS REQUIRED	IT Proficient (MS Word, Excel, Email & One Drive)
DUE DILIGENCE REQUIRED	Yes
RESPONSIBLE TO	The Chairman
PURPOSE	<ol style="list-style-type: none"> 1. Attends Committee Meetings and Annual General Meetings both virtual and Face-to-Face. 2. Correspondence <ol style="list-style-type: none"> a. Receive correspondence via all forms of Media and Royal Mail on NGS matters, arrange timely reply and further action. b. Where appropriate scan and forward communications to relevant Committee members for action. (Note) This currently includes articles for the Journal since Journal Editor postal address is undisclosed to members. With the change of Editor, this situation may change – to discuss at next Committee meeting? c. Maintain address list and contact details for all Committee members and NGS Officers on the 'OneDrive'. d. Check OneDrive folders at intervals to ensure all information is relevant and current. e. Maintain a register of affiliations and informs Treasurer of dates when subscriptions are due. 3. Committee Meetings (via Zoom®) <ol style="list-style-type: none"> a. Prepare committee meeting schedule within “Zoom®” calendar for each calendar year b. Prepare meeting agendas – sending a draft agenda at least one week before scheduled meeting to allow any suggested amendments to be made or any necessary reports to be attached c. Send out the ZOOM® meeting link to all Committee members, President and Vice Presidents. d. Start meeting within Zoom® and then hand over hosting to Chairman e. Record all meetings in order to assist compiling minutes of meeting. f. Compile minutes of each meeting and forward to Committee Members for comment. g. Upload agenda, meeting attachments and minutes to OneDrive 4. Annual General Meeting (Virtual) <ol style="list-style-type: none"> a. Calling the AGM in accordance with the requirements in the Articles of Association (Before 31st July each year) b. Arrange meeting date and time within Zoom® c. Prepare and submit notification of AGM to Journal Editor for inclusion in Newsletter.

	<ul style="list-style-type: none"> d. Prepare a document outlining procedure to be followed by those submitting motions for discussion or requests to attend the AGM, submit to Journal Editor for inclusion in Newsletter. e. Receive emails from those members requesting attendance or submitting motions for discussion and reply acknowledging same. f. Compile list of those members requesting attendance and submit list to Membership Secretary to confirm they are valid members. g. Prepare agenda for AGM and submit to Committee h. Inform all Committee Members, President, Vice Presidents and society members requesting attendance at AGM (message to include the meeting link, agenda and any supporting documents required). i. At commencement of AGM, hand over hosting to Chairman, start recording of meeting (for minuting purposes). j. Recording of AGM plus meeting minutes to be uploaded to OneDrive h. Prepare abridged version of minutes for inclusion in Newsletter and submit to Editor <p>5. Annual General Meeting (Non-Virtual and “Hybrid”)</p> <ul style="list-style-type: none"> a. Call the AGM in accordance with the requirements in the Articles of Association (Before 31st July each year). b. In conjunction with the Area Groups Coordinator, secure an Area Group to sponsor the AGM Event. c. Complete actions outlined in Paragraphs 3c, d, g and 4c to 4g for those members wishing to attend "virtually" d. Prepare relevant printed documents for those attending the AGM e. Compile Minutes of Meeting f. Prepare abridged version of minutes for inclusion in Newsletter and submit to Editor <p>6. General Duties</p> <ul style="list-style-type: none"> a. Responsible for advertising and coordinating the search and interviews for candidates to fill NGS Committee and Non-Committee Roles.
AUTHORITY	Has authority over all Committee Members and NGS Officers.
SECONDARY ROLES	None
TERM OF OFFICE	<ul style="list-style-type: none"> 1. The incumbent by default must be a current member of the N-Gauge Society. 2. This is a voluntary post with no fixed term of office.