



ROCHESTER CATHEDRAL OLD CHORISTERS' ASSOCIATION

HONORARY SECRETARY

Role and Responsibilities

- To circulate agenda for meetings
- Attend Committee meetings and functions and take minutes
- Liaise with the Chairman to plan meetings and confirm minutes
- Communication and correspondence
- Maintaining effective records and administration
- Checking that agreed actions are carried out
- Maintain master list of members' contact details liaising with the Membership Secretary
- Liaison with the Cathedral
- To maintain a supply of Association ties and necklaces and to propose restocking to the Committee as required

- To submit the annual return to the Charity Commission
- Liaise with the Webmaster to post items on the Association Website

Key Activities

- Act as the single point of contact with members
- Circulation of notices, circulars and Christmas cards
- To ensure timely circulation of relevant papers to the Committee and members

- Keep up to date a master contact list used for circulation of communications to the Committee and members liaising with the Membership Secretary in respect of any changes and/or additions

- To ensure that dates for events in the Cathedral are confirmed at the earliest possible time for each year

- To post those dates and any other notices and information on the Association's website

- To ensure that filing dates of each annual return to the Charity Commission are complied with

Recommended Experience

- Computer literate, knowledge of databases such as Excel
- Ability to communicate effectively by email or conventional letter
- Good organisational skills, ability to adhere to deadlines

(12/19)