

RPS Analogue Group

Draft job description for Hon. Secretary

The following is an outline of the Hon. Secretary's responsibilities, to be exercised in consultation and cooperation with other office-holders and committee members and in accordance with the Group's constitution, object and RPS rules and procedures.

- Arrange committee meetings and ensure that all committee members are informed of the schedule of meetings.
- In consultation with the other officers, compile agendas for all committee meetings and circulate these with supporting papers at least one week in advance of each meeting.
- Minute meetings and distribute draft minutes to all committee members within one week of each meeting.
- Welcome new members to the Group providing relevant information about the group.
- Coordinate and undertake mailings to members (largely using the RPS HQ broadcast system).
- Administrate the AGM, and the nominations and elections process.
- Actively participate in, contribute to and support the work of the committee.
- Undertake general correspondence, and other tasks from time to time necessary for the furtherance of the group's agreed activities and strategy.

D Healey, Chairman, 12 March 2018