

Job Description
ASRA Secretary

The Secretary is responsible for:

- providing support to the ASRA administrator
- maintaining records with Companies House
- approving membership

PRINCIPAL DUTIES:

1. To work closely with ASRA's Administrator to ensure the successful and efficient administration ASRA's activities and business including membership.
2. To implement or follow-up any correspondence or action arising from decisions taken at the meetings to ensure full and constructive meetings.
3. To prepare the papers for, circulate and co-ordinate the Committee Meetings and production of minutes and action plans.
4. To prepare the papers for, circulate and co-ordinate the Annual General Meeting and production of minutes ensuring that the laid down time scale is strictly adhered to at all times.
5. To co-ordinate and deliver an Annual Report on ASRA's activities at the AGM.
6. To liaise with the Chair to formulate responses to general enquiries.
7. To work closely with all members of the Management Committee.
8. To update and approve the annual membership renewal forms to all Named Reps as appropriate and in accordance with their membership category to enable the Administrator to maintain an accurate database of current members.
9. To recruit new members to the Management Committee with the assistance of other colleagues on the Management Committee.
10. To respond timely and efficiently to membership enquiries.
11. To explore possible sources of membership recruitment together with other members of the Management Committee.

12. To work to and hold the articles of association and ensure the Management Committee are working within the requirements of the directorship.
13. To feed any training contacts to the Events Officer.
14. To represent ASRA as required.
15. To be the point of contact for freedom of information requests and data protection information.