# Regional Secretary role description

Last reviewed: March 2024

**Purpose of the Role**

The role of the regional Secretary is to organise committee meetings to manage the business of the regional committee, keep up to date with the work of the Association and to respond to local issues affecting members.

**Responsibilities**

- Organise regional committees' meetings a year –tasks include circulating the agenda, previous minutes and reports to the meeting and taking minutes.
- To deputise for the Chair in the event of their absence.
- Arrange a regional AGM between the 1st January and 1st April each year, normally to coincide with a regional scientific meeting.
- Circulate an agenda, invitation and previous minutes to regional members at least 21 days in advance of the meeting.
- Take minutes of the meeting and supply (following their approval) to the Association Membership Manager
- Keep a record of term start and termination dates of all committee members.
- Send a call for nominations to regional members when vacancies occur and in the event of multiple applications organise a ballot in accordance with the regional rules.
- Send a call for nominations for vacant FCS regional representative posts and notify the FCS Executive in advance of the call being issued.
- To oversee the submission of regional membership award nominations.
- To ensure that the regional rules are kept up to date.
- Upon demitting office ensure a comprehensive had over of duties with the elected replacement.

**Support**

- Branded agenda, meeting notes and letterhead
- Branded Association slidedeck about membership benefits
- Sharepoint folder with relevant Association policies including Conference and Meetings Policy, Regional Events Policy, Regional Trainee Awards Presentation Guidelines and Expense Policy
- Event Manager and Communications support

**Person specification**

A full member either resident or working within the region

**Term for the role**

3 years (with no extension of the term)