

Somerset Beekeepers' Association

Secretary Job Description August 2023

The principle role of the SBKA Secretary is as a conduit for information between members, the management team and external bodies. You will be working with the Council and the Executive using the SBKA Rules which inform the structure. See the Rules (in the Yearbook - either online or paper copy) for the definition of the Council and the Executive teams which make up the management structure of Somerset Beekeepers' Association.

Trustees

Trustees are the people responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries.

Somerset Beekeepers' Association is registered with the Charity Commission (Charity no. 277803) and currently has 18 Trustees listed. These are the Chair, Vice Chair, Treasurer, Secretary and 13 Council delegates representing the 12 divisions (Taunton division shares the responsibility between two people).

The Tasks of the Secretary

You will have instruction on using the eR2 system. This is an online, secure GDPR compliant membership admin system which gives access to members' details and is also used for sending group emails.

- Manage the secretary's email account: secretary@somersetbeekeepers.org.uk , by regularly answering queries and/or passing them to the appropriate person.
- Arrange formal meetings as outlined in the SBKA Rules. There are four Executive and four Council meetings (May, September, November and January) a year. The Executive meetings take place a month before each Council meeting. There is also an Annual General meeting which take place in March.
- Work with the Chair to set dates and formulate agendas for all formal meetings.
- Book venues (traditionally Ash Village Hall for Council meetings) or Zoom calls and organise refreshments for face-to-face meetings.
- Keep both paper and electronic copies of all agendas, minutes and relevant paperwork for reference.

Executive meetings

- Send the agenda with the minutes of the last meeting to all members of the Executive, along with any other relevant papers. It is usual to send the agenda to all Executive members 14 days before the meeting.
- Take part in and take the minutes of the meeting. The minutes will constitute a report for the Council either as they are or as a report based on what was decided. The key element is to include any recommendations that the Executive is putting to the Council. Send the draft minutes to the Executive for any corrections before they are distributed as part of the Council papers.

Council meetings

Notice of a Council meeting needs to be sent at least two weeks beforehand.

- Send the agenda with the minutes of the last meeting to all SBKA members, along with any other relevant papers or reports. Invite all to attend, although only Council members are able to vote on any recommendation.
- Take the minutes and consult with the Chair for accuracy/ omissions before sending them to all members within 21 days of the meeting.
- Publish approved minutes on the SBKA website. You will be shown how to do this.

AGM

The AGM is organised by each of the twelve SBKA divisions on a rotating basis. The division organises the venue and lunch and liaises with the Education Officer (currently Richard Bache) to find a speaker.

As secretary you will:

- Help and support the relevant division to organise the day (send relevant emails, check all appropriate arrangements have been made etc)
- Send the agenda, the minutes of the previous AGM, the treasurer's report and accounts (which will have been agreed at the January Council meeting) to all members at least 14 days before the AGM.
- Take the minutes and check them with the Chair before sending them to all members within 21 days of the meeting.

Trustees

Each division has an AGM around November and confirms the name of its Council Delegate for the following year. This person will become a Trustee of SBKA. The Treasurer sends forms for completion to each Trustee and publishes the list of names on the Charity Commission website.

- Work with divisions and the Treasurer to keep the Trustee list up to date.

CAF Bank

The Secretary and the Chair are nominated to approve payments arranged by the Treasurer. The Treasurer will sort out the bank mandates for you.

SBKA Website/Yearbook

There is a lot of information in the members' area of the website, which includes the Yearbook, and each of the 12 divisions has its own webpage.