



CBA YORKSHIRE JOB DESCRIPTION HONORARY SECRETARY

OVERALL PURPOSE OF POST

The overall purpose of the post is to oversee the running of the group through organising quarterly committee meetings and the Annual General Meeting as well as other management meetings that may be needed from time to time. The post holder is the main contact for correspondence relating to the group and is required to keep up to date records of the workings of the group including taking minutes at the quarterly committee meetings and AGM.

MAIN ROLES AND RESPONSIBILITIES

- (1) Prepare the agenda and minutes for quarterly committee meetings including the AGM and distribute the same
- (2) Arrange the venue for committee meetings and the AGM
- (3) Support other committee members as required in the organisation of activities on behalf of the group (eg workshops/conferences/excursions)
- (4) Organise the speakers for the 'CBA Yorkshire Annual Symposium' which normally is held on the same day and at the same venue as the AGM.
- (4) Act as one of the nominated cheque signatories for the group

PERSONAL REQUIREMENTS

- (1) Organisational ability
- (2) Clear and concise delivery of written and verbal communications
- (3) Understand the basic workings of a committee structure

PERSONAL DEVELOPMENT

This post will give you experience of:

- (1) Undertaking a key role at the centre of a team
- (2) Experience of the workings of a committee structure
- (3) First-hand knowledge of the issues facing archaeology in the region