

## **The role of The Secretary**

1. Coordinate with the Chair the dates of Committee meetings and send draft agenda and minutes for checking.
2. Take minutes of Committee meeting and AGM
3. Give members advance notice of meetings and AGM
4. Remind members of when membership is due on the 1st October each year.
5. Communicate with Treasurer, so you know who has paid, who has lapsed and who may have paid twice and chase up accordingly
6. Keep excel list of members up to date and remove people from list and also from contact email list if they leave the society
7. Help with exhibition coordination, by sending out initial email and coordinate list of members who sign up for exhibition before passing on to relevant exhibition organising member
8. Act as point of contact between members and Social Media organiser
9. Set up google drive account so members can drop in images for social media organiser to use for publicity purposes
10. Forward on queries from website to relevant NCCS members
11. If a member has left inform Sheila, the website coordinator, so they can be removed from website
12. Advise people who wish to apply to the NCCS the process that they need to go through and coordinate selection panels for prospective members
13. Once Selection panel has taken place, send welcome letter/email or rejection letter/email
14. Help with coordination of new makers selection
15. Be the point of contact for other NCCS Committee members and/or members to send on information to all other members
16. Hold the NCCS email contact list and ensure that it follows GDPR guidelines
17. Set up a new email account and make it more generic; NCCS@gmail... for example.
18. There is an annual honorarium of £400 for this post.

Queries should be addressed to the present NCCS Secretary:  
Emma Hazell [emma.hazellnccs@gmail.com].  
or NCCS Chair:  
Sheila Gates [sheila@burlinghamhall.co.uk]