

The Role of the Honorary Secretary

1. Attend all meetings of ASCN UK and record the minutes of these meetings accurately and concisely.
2. Circulate all minutes to other Honorary Officers and Area Representatives for copying and circulation to all members in 17 areas within 30 days.
3. Retain copies of ASCN agenda, minutes and correspondence in appropriate Secretary's file.
4. Inform Chairperson, other Honorary Officers, Area Representatives and link persons of any changes that may occur within membership lists.
5. Send out Area Representative proformas and collate data to present at the Annual General Meeting.
6. Prepare an Annual Report to be presented at the Annual General Meeting.
7. Assist the other Honorary Officers and conference organisers in organising the Annual Conference.
8. Liaise with Database Co-ordinator to ensure UK membership records are up to date.
9. Inform international secretaries of changes in address status of UK members and forward information to UK Chair to maintain UK database.
10. Contribute to pre-election meeting with applicants for in committee positions.
11. Chairperson must be informed in advance of unavailability (eg holidays).
12. Promptly respond to e-mails, CC in all committee where required.
13. Ensure that all decisions are made in alignment with the current ASCN UK Constitution.