



Secretary & Membership Secretary - Job Description

The Secretary is responsible to the Chair, Vice- Chairs and Association Members for all of the legal administration relevant to the LSA.

General Duties:

- Participate and sit on a working-committee to record Minutes and produce action plan
- Attend and participate in all LSA Planning Committee meetings
- Facilitate meetings with Coordinators and support their work

Portfolio-Specific Responsibilities: Secretary

- Completion of all Minutes for Members and Vice-Chair Meeting with all the associated administration of preparing agendas, arranging room hire and carrying out any action for attention recorded in the Minutes.
- Liaison with the Association's Insurance Brokers to manage and review all potential insurance risks and complete and follow up any associated claims that might arise.
- A monthly return is entered onto the Association Database by the membership secretary. There is an established procedure for the follow up of lapsed members and members of which we can find no trace. Final queries would be followed up by the Secretary.
- When and if appropriate, preparation and completion of all annual returns including dormant Subsidiaries to be sent to the Registrar of Companies. Also to notify the Registrar when Directors are appointed or resign. It is necessary to ensure that files kept by the Registrar of Companies are up-to-date since penalties can be imposed. Annual accounts must also be submitted to the Registrar and these will be prepared by the Finance Director.
- Maintaining the Association's formal administration records since these can be inspected by the members. These include a register of all committee members as well as the members Minute Book.
- To maintain the Association's Procedures Manual
- Annual review of the Association Rulebook with arrangements for printing and distribution via Membership secretaries. Review of the Articles of Association.

Portfolio-Specific Responsibilities: Membership Secretary

- Maintain the Membership database in accordance with the instructions provided.
- Enter details of new members.
- Update members details upon payment of their annual membership fee, or when advised of change of address, etc.

- Provide current membership number to each Committee Meeting.
- Advise Committee Meeting of those members who have not renewed their membership.
- Suggests ways of and encourages recruitment to the LSA and retention of existing members.

Qualifications:

- Administration, Book-Keeping skills and Tact and Discretion
- Strong interpersonal, organizational skills and project management skills
- Previous experience with committees and keeping Minutes
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
- Excellent communication skills: professional email/phone correspondence .
- Task-oriented and reliable
- Enthusiastic and passionate about Artists development and leadership
- Experience and willingness to learn and teach others
- Previous experience with all Microsoft Office applications