



ITEM 5A

Duties of ACES Secretary

1 MEETINGS

- 1.1 Arranging venues for meetings of the national Association and of Council;
- 1.2 Agreeing draft agendas with the President and Senior and Junior Vice Presidents;
- 1.3 Notifying Council members and others as appropriate of meeting dates, deadline for submission of reports and chasing up as necessary. Assembling reports and converting to standard template as necessary.
- 1.4 Preparing and sending out agendas and all supporting papers for national Association meetings and for Council meetings, and publishing the papers on the ACES website;
- 1.5 Ordering the meeting refreshments;
- 1.6 Organising the Annual meeting and luncheon including the invitation of the official guests;
- 1.7 To arrange venue, prepare agenda and participate in the meetings of the Core Management Team.

2 MINUTES

- 2.1 Attending all national Association meetings and Council meetings and taking minutes;
- 2.2 Promptly issuing draft minutes for consideration by the officers of the Association, circulating to members, publishing on the ACES website and approval at next meeting and amending if required;

3 COMMUNICATIONS

- 3.1 Providing general assistance and advice by telephone, email and correspondence to Members in respect of ACES matters;
- 3.2 Dealing with correspondence between ACES and third parties in consultation with the President and/or Chairmen and Secretaries of Branches or of ACES Working Parties as may be appropriate;
- 3.3 Receiving and co-ordinating on behalf of ACES, in consultation with the Senior Vice President, responses on consultation exercises by Government and other bodies;
- 3.4 Representing and promoting ACES on appropriate occasions as requested by the President and Council where not undertaken by the Head of Engagement;
- 3.5 Liaising with and advising Branch Secretaries and officers in respect of complying with the national Constitution and Rules where not undertaken by the Branch Liaison Officer.

4 DATABASE

- 4.1 Maintaining an up to date comprehensive record, as a back up to the membership database on the ACES website, of names and addresses, telephone numbers and email addresses of Full, Associate, Retired, Honorary, and Fellow Members of ACES and liaising with Branch Secretaries to ensure that the information held is up to date;
- 4.2 Back up all computer records and files on a regular basis.

5 MEMBERSHIP ADMINISTRATION

- 5.1 Processing applications for membership of ACES in accordance with the Rules;
- 5.2 Processing changes in membership organisation and contact details;
- 5.3 Ensuring that the membership and branch membership pages on the website are updated whenever there is a change to information on the database so it is available to all members and advertisers;
- 5.4 Issuing membership lists in an appropriate format to Branch Secretaries as required;
- 5.5 Maintaining on the database details of Chairmen and members of ACES working groups, of the Chairmen, Officers, Treasurers and Secretaries of ACES Branches and of ACES representatives on external organisations, and issuing to members as required;
- 5.6 Prepare and compile an annual report on the work of Council and the Association and present it at the AGM;
- 5.7 Issuing invoices for members' subscriptions, including Branch subscriptions, issuing reminders as necessary and banking and accounting for the subscriptions received. Provide a schedule of subscriptions invoiced to the Honorary Treasurer. Provide a breakdown of all monies received to the Honorary Treasurer split into the various categories required to link in with any system used by the Honorary Treasurer;
- 5.8 Update the Constitution and Rules of the Association following agreed changes.

6 PUBLICATIONS

- 6.1 Forward address labels, in electronic format if appropriate, to the designer for distributing The Terrier and any other circulation to the membership;
- 6.2 Ensure distribution lists are relevant and up to date on the database and liaise with the Editor;
- 6.3 Invoice existing advertisers and ensure money is banked. Provide a breakdown of all monies received to the Honorary Treasurer split down into the various categories required to link in with any system used by the Honorary Treasurer;
- 6.4 At the request of the Editor email or contact members and regular contributors asking for articles for The Terrier;

7 WEBSITE

- 7.1 Act in the capacity of webmaster;
- 7.2 Upload any relevant news items forwarded by members;
- 7.3 Upload any relevant events forwarded by members or partners;
- 7.4 Upload details of Council meetings and AGMs for viewing by members.
- 7.5 Maintain all existing pages on the website and create new pages as required

- 7.6 Maintain the ACES Library, in particular uploading each new edition of the ACES' Terrier in a timely manner and other publications of interest to members;
- 7.7 Ensure that the contacts list on the website is routinely updated whenever there are changes made to the ACES database;
- 7.8 Upload any changes to information provided by advertisers to their details and any changes to their logos;
- 7.9 Advise members of their login details when necessary and deal with access and utilisation issues as they arise
- 7.10 Upload the Job Vacancies page, where members do not use the self-help facility, with positions available and invoice the advertiser and advise the Honorary Treasurer.

8 SUPPORT

- 8.1 Providing support, as reasonably required and commensurate with the overall duties of the post, to the President, Senior and Junior Vice Presidents or other members of Council as and when requested;
- 8.2 Provide support to the Branch Secretaries.

9 CONFERENCE ADMINISTRATION

- 9.1 Attend conference to support the conference organiser as reasonably requested.
- 9.2 Liaise with all parties connected with delivery of conferences and meetings as necessary and manage the bookings for meetings, conferences and seminars using the "Event Management System" set up within the database, or other third party event management systems where appropriate. Send out invoices and ensure the money is collected and banked. Provide a breakdown of all monies received to the Honorary Treasurer split down into the various categories required to link in with any financial system used by the Honorary Treasurer;
- 9.3 Liaise with the conference organisers, the conference venue and the conference hotel by producing delegate and rooming lists and other information as and when required;
- 9.4 Keep the conference organisers advised as to the level of bookings received;
- 9.5 To attend conference planning meetings as required to ensure the effective fulfilment of duties;
- 9.6 Ensure as far as is practicable that conference organisers are aware of and adhere to the standard Adobe INDesign format for the production of conference material by using the existing templates;

10 GENERAL

- 10.1 Ensure that Council and Branches are aware of and comply with their obligations under the Data Protection Act;
- 10.2 Handle the use of the data held in accordance with those obligations;
- 10.3 As a check mechanism, regularly access the ACES bank statements online and monitor that income and expenditure payments accord with the instructions of Council and that unaccounted withdrawals have not been made.
- 10.4 Transport the pop up ACES banners to meetings and conferences where necessary and practicable;

APPLICATION FORM FOR POST OF SECRETARY

Name	
Organisation	
Class of ACES membership	
Date joined	
ACES responsibilities to date	
Experience using Microsoft ACCESS Database	
Supporting information	