

BEDFORDSHIRE BCS BRANCH SECRETARY ROLE – SEPT2017

The main duties and responsibilities of the Branch Secretary has been to support and co-ordinate the main functions of the Branch, which includes:

Maintain up to date contact information of all Committee Members

Provide support to the Branch Chairman to enable them to perform their duties

Assist with scheduling and giving notice of all Branch Committee Meetings, General Meetings (AGMs and EGMs) to all Branch members & guests, where appropriate

Arrange suitable venues for all Branch Meetings/AGM/EGM/Talks and Events

Prepare, agree and circulate the Agenda for all Branch/AGM/EGM meetings

Record and circulate the Minutes of all Branch/AGMs/EGMs meetings

Assist with organising Branch Events

Maintain the Master List of all Branch Talks/Events

Provide assistance to Committee members as and where required

Assist with preparing promotional material for all Branch Events within local community

Circulate Branch Events to Committee Members, to all BCS Branch Members and externally to all interested parties

Attend Branch Events and assist with the co-ordination on the day

Perform additional roles when required ie. Dealing with Social Media, Assist with Marketing, dealing with the relevant Education Liaison Officer(s) etc.

Contact individuals & SME's to identify opportunities to widen/enhance awareness of the BCS in particular the Bedfordshire branch

Give due notice of committee vacancies to Branch members

Submit electronic copies of each set of approved minutes to the Branches

Manager in HQ (branches@hq.bcs.org.uk)

Handle all relevant correspondence / interactions with BCS HQ

Saverio Bongo

BCS BEDS Branch Secretary

BCS – The Chartered Institute for IT

17th September 2017