



National LDWA: General Secretary

Role Purpose:

To act as Company Secretary, provide secretarial support to the National Committee, and be the focal point for the Associations correspondence.

To work alongside colleagues within the National Executive Committee to make collective decision making in line with the Articles of Association to achieve the aims and objectives set out within the LDWA Business Plan.

Main Responsibilities

- 1) Prepare an agenda for all General and Committee Meetings, arrange meeting dates and book meeting rooms. Liaise with the Chair on a regular basis, especially prior to meetings, to assist in running the organisation.
- 2) Ensure the circulation of relevant material to Committee and other members.
- 3) Take responsibility for the accuracy and distribution of minutes for all General and Committee meetings. Place on shared digital storage area when approved.
- 4) Provide a focal point for correspondence and ensure that all enquiries are passed to the appropriate officer.
- 5) Receive nominations for the National Committee at the appropriate time before the AGM, and if necessary organise a ballot of the candidates.
- 6) Take responsibility for the AGM booklet and the Annual Report to the AGM.
- 7) Ensure that the Association's records, correspondence files and archives are properly maintained.
- 8) Make representations on policy, either by letter or in person, to outside bodies and agencies.
- 9) Maintain a directory of Committee members, and also non-committee members undertaking duties on behalf of the Association.
- 10) Ensure that the Association meets all statutory non-financial requirements.
- 11) Co-ordinate attendance at external meetings and receive minutes and reports.
- 12) Keep the National Committee updated on progress and issues in connection with service delivery and to provide a written report for the Annual General Meeting of the LDWA.

13) Complete Directors' appointment and retirement forms and ensure these are filed at Companies House via R F Miller.

Essential/Desirable Qualities and Experience

Experience of taking notes of meetings and dealing with correspondence together with a knowledge of how the LDWA operates would be useful. A practical approach to dealing with issues is essential. Familiarity with the LDWA Constitution, Bylaws and Procedures is highly desirable.