

## Roles and Responsibilities in YGS Business

### GENERAL SECRETARY

The General Secretary is responsible to the President and the primary representative of Council for general business matters. He/she will act as a filter for enquiries and communication from both members and non-members through private e-mail, written correspondence, telephone calls or the 'Squarespace' messaging facility. Wherever feasible business will then be directed to the member(s) of Council deemed most appropriate.

The following list of core responsibilities is a modified version of that identified in 2019:

- Organisation of Council (Trustee) meetings including the circulation of agenda and relevant papers
- Organisation of the AGM including the circulation of agenda and relevant papers, the arrangement for election of Council Members and preparation of notices of the AGM for the Circular
- Recording of AGM minutes and preparation of the General Secretary's contribution ('Society Business') to the Annual Report. Coordination of officer contributions to the Annual Report other than that of the Honorary Treasurer
- Recording, circulation and archiving of the minutes of Council meetings
- Arrange for the presentation of medals, awards and grants, including ballots for medallists if needed, and act as keeper of blanks/templates for medals and certificates. Maintain up-to-date listings on the YGS website.
- Management of files/archiving of Council transactions and correspondence
- Maintenance of contact details and a 'Trustee's pack' of essential information for Council Members
- Regular contact and coordination with the President, Vice-President(s) and officers of Council

Other responsibilities could be added according to the skills, experience and interest of the General Secretary following discussion and approval of the President and Council.