



Job Description / profile – Secretary / administrator

ROLE AND RESPONSIBILITIES

This is a key role for the successful running of the Chamber for Business and provides essential support to the President, Vice President and Executive Committee members to ensure the smooth running of the Chamber. Key functions fall into these broad categories but are not exhaustive.

- Provide secretarial and administrative support to the Chamber Executive Committee including:
 - Taking minutes of Executive Committee meetings monthly, ensuring that they are distributed to all Executive Committee members within 5 working days of the meeting.
 - Provide an agenda for each Executive Committee meeting to all Executive Committee members at least 4 working days prior to the Executive Committee meetings.
 - Ensure that sub committee chairs provide the minutes of their meetings in a timely fashion and in time for distribution.
 - Collate all information from sub committees and distribute to the Executive Committee at least 4 working days prior to the Executive meetings.
- Attend the Chamber networking events, welcoming members to the event and ensuring that badges are prepared for all attendees. Ensuring that attendees are introduced to an appropriate Executive Committee member if necessary – usually for new members, visitors, or potential members. Provide a list of attendees highlighting new / potential members to the Executive Committee.
- Monitor for payment of the correct fees for attendance at Chamber events, usually by PayPal, and reconcile any cash or cheques received at the events, banking the funds as soon as possible.
- Provide a pro forma invoice for membership / sponsorship / events when required to the member and monitor for payment. Most fees are invoiced automatically by email, a few are sent manually each year.
- Provide an agenda for the President / Vice President for each event arranged by the Chamber.
- To maintain the Membership database and ensure that it is kept up to date.
- Bank any cheques or cash received to pay for membership.
- Provide Welcome Pack to all new and renewing members.
- Undertake the role of Data Controller to ensure that the Chamber meets all the requirements under the GDPR regulations
- In accordance with the Chamber Constitution, ensure that the Annual General Meeting is arranged, and all documents required are distributed to members in line with the agreed timescales. This will include ensuring Executive Committee members are elected to their roles as required in the Constitution.
- Ensure the Chamber Website is updated with appropriate information for members and that member posts meet the requirements set for posting on the Chamber website.
- Ensure the information for the Members Directory is collated and ready for print and distribution to members by the end of January each year.
- Advertise Chamber events and collate bookings received and payments from members and visitors, liaising with the Treasure regarding the PayPal payments.
- Reconcile PayPal payments using Excel spreadsheets to ensure they have all been received and processed correctly.
- Send out emails to all members upon renewal and monitor for renewal. Advise the Membership sub committee of those who have not renewed so that they can contact and try to ensure renewal. Deal with the PayPal receipts and ensure all members have the appropriate acknowledgement of renewal.
- Provide a report at each Executive Committee meeting detailing activities undertaken, membership numbers, prospects who may be worthwhile contacting, any emails received which haven't already been dealt with.
- This is not meant to provide an exhaustive list of duties and there may be other functions appropriate to the role which may be added after discussion but gives an indication of the main functions required to be undertaken.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Excellent organization skills are needed to undertake this role, but experience is more important than qualifications. You will need a mature approach and also have an excellent sense of humour with a can-do attitude. New ideas and initiatives are always welcome so someone who is keen to get involved and put forward ideas will be excellent.

PREFERRED SKILLS

A good level of numeracy and literacy is essential. Experience of working with Microsoft Office systems is required, especially Word, Outlook and Excel – including the ability to write basic spreadsheets and manipulate data using pivot tables. Assistance will be given if a little rusty, but basic computer literacy is essential. You will need to be highly organized and persistent, with the ability to deal effectively with volunteers, members and venues professionally at all times.

ADDITIONAL NOTES

This is not an elected role within the Chamber for Business but is offered on a part time basis with a modest level of recompense. We anticipate that the post will require up to 25 hours commitment per month, although some months will be fewer and some, especially at the Chamber's year end in August and the AGM in November, may require more time.