

## BEDFORDSHIRE BCS BRANCH SECRETARY ROLE – AUG2016

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

17<sup>th</sup> August 2016