



The Role of the Branch Secretary

The Branch Secretary is crucial to the smooth running and successful management of the branch. This involves activities before, during and after committee meetings. Where there are paid contractors, many activities can be delegated and the secretary must ensure that responsibilities are met but will have less involvement in actually carrying out the tasks.

Main Activities:-

- Liaise with the Chairperson to develop the agenda and structure for meeting. Provide at least minimal written background for each agenda item; whether the item is for discussion only or if action is required and identify the person who is presenting each item;
- Ensure meetings are effectively organised and minuted;
- Maintain a diary of future events and activities;
- Maintain continuity within the committee through the provision of good committee briefing and maintenance of records;
- Reporting the activities of the branch and future programmes to members;
- Prepare, in consultation with the Chairperson, the month report to Quarry Magazine;
- Prepare a summary of incoming and outgoing correspondence;
- Responsible for paid administrators / staff;
- Have an understanding of the IQA Constitution as it relates to Branch Committees.

The Branch Secretary is often a combined role with that of Treasurer, particularly when paid administrators are used.