**Responsibilities of the Secretary**

**The Secretary is one of the four Officers (Chair, Vice Chair, Treasurer, Secretary) and member of the BAFTSS Executive Committee with additional dedicated responsibilities.**

**1. Practicalities**

* To establish appropriate dates for the academic year’s EC Meetings (email, doodlepoll or other).
* To ensure that a room is booked for the Executive Committee (EC) meetings.

**2. Agendas for the four EC Meetings: usually in January, April (BAFTSS Conference), July and November.**

* To prepare the Agenda for the EC **2-4 weeks prior to the meeting** using standard BAFTSS template with logo (as for all official documents).
* To prepare a draft agenda based on the previous EC meeting in discussion with the Chair, Vice-Chair and Treasurer.
* To request appropriate data from the Treasurer, Membership Secretary, Conference Planning Committee/Hosts, Social Media Representative, Special Interest Group (SIG) Coordinator and PGR Reps.
* To invite further agenda items where ap[propriate from the EC.
* At the EC Meetings: check that Action Points are updated (marked as complete or ongoing. This can be done in the minutes or a separate document.
* The circulate the agenda and associated documents (Action Points, previous Minutes, PGR Awards, Conference Committee/Host Reports) to the full EC at least one week before the EC meeting.
* To ensure that attendance and apologies are noted.

**3. EC Minutes and Actions**

* To take Minutes for the EC Meetings.
* To circulate Minutes to the EC **one week after the meeting** for ratification.
* To include a list of Action Points, in the Minutes or as a separate document, with all Actions unambiguously attributed.

**4. Annual General Meeting AGM and Elections (April Conference)**

* To prepare the Agenda for the AGM **one month before the meeting** (i.e. mid-March) using standard BAFTSS template with logo (as for all official documents).
* To prepare an agenda based on the previous AGM in discussion with the Chair, Vice-Chair and Treasurer.
* To advertise for nominations and seconders for vacant EC roles on the BAFTSS Membership and BAFTSS JISCmail lists.
* To request appropriate agenda item data and/or reports from the Treasurer, Membership Secretary, Conference Committee, SIG Coordinator, Social Media Representative and PGR Reps.
* To circulate the draft agenda to the EC and invite additional agenda items from the EC Members.
* To circulate agenda items/ comments/ questions from the BAFTSS membership and to include notice of elections if appropriate (i.e. if nominations exceed vacancies).
* To circulate the full agenda and associated documents (Action Points, previous Minutes, list of nominations) at least one week before the AGM.
* To ensure that all apologies are noted.
* To work with the Chair, Vice-Chair, Treasurer and EC to agree alternative arrangements for the AGM, EC meetings and elections if meetings in-person are not possible (e.g. online elections, meetings etc.)

**5. AGM Minutes and Actions.**

* To take Minutes for the AGM.
* To circulate to the Chair, Vice-Chair, Treasurer and EC **one week after the meeting** for ratification.

**6. Diary**

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| --- | --- |
| June: | Prepare July EC; establish EC meeting dates for the following year. |
| July: | Meeting and finalize July EC minutes. |
| October: | Prepare November EC. |
| November: | Meeting and finalize November EC minutes. |
| January:  March: | Advertise for nominations and seconders for vacant EC roles.  Prepare April EC and AGM. |
| April: | Meeting and finalize April EC and AGM and minutes. |

**7. Standing EC Meeting items**

* Apologies.
* Minutes and Action Points.
* Chair’s Report.
* Treasurer’s Report.
* Funding Schemes Update (New Connections, Event Grant Scheme).
* Membership Secretary’s Report.
* Social Media Report.
* Special Interest Groups (SIG) Coordinator’s Report (SIG Funding Applications).
* PGR Reps Report.
* PGR Awards and Bursaries; Fixed Term Contract/Visiting Researchers and Lecturers/ Independent Researcher and Filmmaker bursaries; Publications Awards; Practice Research Awards.
* Conference Report (invite Conference Committee members to July and November meetings).
* *Open Screens* Report.
* Any Other Business (AOB).

Phil Powrie and Andy Moor (April 2016). Sue Harris (November 2019). Liz Watkins (April 2020).