



hebridean sheep society

Membership Secretary Job Description

The Membership Secretary is elected every two years by the Society's members. The Membership Secretary is answerable to the Trustees for the following functions:

1. to maintain and regularly backup a computer database of names and contact details of all Society members
2. to ensure that all data held by the Society is used for the purposes stated by the Society and that such use conforms to current data protection legislation
3. to ask members to check their personal data annually, advise of any changes and re-affirm the basis upon which that data may be distributed by the Society
4. to receive applications for membership and to communicate with applicants on behalf of the Trustees in accordance with constitution clause 9
5. to be responsible for sending communications from the trustees to all members, including:
 - a. notices of AGM and other general meetings, the trustees' annual report and financial statement, in accordance with constitution clause 11
 - b. all papers and voting forms connected with elections for Trusteeship, Chairmanship and the posts of Membership Secretary and Treasurer, in accordance with constitution clause 13
 - c. all papers and voting forms connected with proposals to amend the constitution, in accordance with constitution clause 28
 - d. all papers and voting forms connected with proposals for members' decisions, in accordance with constitution clause 10
 - e. copies of all society publications and notices of society events
6. to act as or, if an election candidate, to appoint from among the trustees the returning officer for Society elections and ballots
7. to maintain notes describing the whereabouts and access paths for all Society data and documentation held as Membership Secretary and to ensure that these notes are given to two other trustees

Approved by Trustees
February 2016

