



BMS GENERAL MANAGEMENT COMMITTEE

Honorary Secretary

The Honorary Secretary supports the Chairperson in ensuring the smooth functioning of the Membership Committee and the correct running of the society in accordance with its constitution and rules.

- Organise monthly committee meetings. Take minutes of the committee meetings and circulate, in a timely manner, to all members of the committee.
- To keep a record of the Society's correspondence
- Maintain and update the database with members' names and addresses/details etc.
- Organising the AGM and relevant documentation. Attendance at AGM and take minutes.
- Responsible for room bookings for meetings and events in liaison with the chairperson.
- To ensure that all cast members are fully paid up members of the society, in liaison with the Treasurer.
- Works with the Publicity Manager and Fundraising Manager to encourage new Membership.
- Ensures new Members are issued with relevant information and are made welcome.
- To maintain contact with Honorary Members
- To find Associate Members and maintain a relationship with them