

# The Armourers' Association



## Secretary Job Description

It is the Secretary's responsibility to:-

- (1) Maintain a record of the names and addresses of all members.
- (2) Produce and distribute notices in connection with the Association's functions.
- (3) Collect subscriptions from members attending Association functions.
- (4) Maintain an accurate account of the Association's finances and produce a statement and balance sheet annually for audit. A copy of the Annual Balance sheet will be sent out to all members with the Annual Newsletter for their acceptance or otherwise.

**Note:** *Though the Association is a non-profit making concern it is deemed advisable to maintain the account in credit sufficient to cover unforeseen commitments.*

- (5) Make the necessary arrangements for the annual reunion. This includes the insertion of notices in RM, REME, Royal British Legion and Soldier magazines.
- (6) Arrange insurance for the President's badge.
- (7) Arrange committee meetings and maintain a record of the minutes of all meetings.
- (8) Arrange an Annual General Meeting (AGM), to be held prior to the members sitting down to the annual dinner. Maintain a record of the AGM.
- (9) Ensure that all is well at the conclusion of the annual reunion.
- (10) Maintain contact with the Armourer's and Brasier's Company, particularly in respect of visits by members to Armourer's Hall, Coleman Street, City of London.
- (11) Keep the committee informed on all matters concerning the Association.
- (12) Promote and control the sale of Association ties and other items.