

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) Make the necessary arrangements for the annual reunion. This includes the insertion of notices in RM, REME, Royal British Legion and Soldier magazines.
- (4) Ensure that all is well at the conclusion of the annual reunion.
- (5) Arrange committee meetings and maintain a record of the minutes of all meetings.
- (6) 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.
- (7) 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.
- (8) Act as Editor for the Association newsletter, making it available to members at the end of April each year.
- (9) Keep the committee informed on all matters concerning the Association.