

JOB DESCRIPTIONJ OF HONORARY SECRETARY BSHR

- 1 To prepare and circulate to all members of Council ,the Agendae for the meetings .
- 2 To book the venue for all meetings
- 3 To take and circulate the minutes to all members of Council and the President.
- 4 To deal with membership applications and renewals.
- 5 If possible, to attend and man the BSHR stand at the UKRC annual Congress
- 6 To arrange the AGM and circulate the details to all members
- 7 To circulate all members with the details of retiring members of Council, ask for nominees(for the "Independent " places and organise a ballot if needed.
- 8 To prepare with the Treasurer the Annual Report and circulate it to all members.
- 9 To deal with any correspondence sent to the Hon Sec.
- 10 To contact other dies or any matters as required by Council
- 11 To advertise meetings of BSHR in the relevant Journals and provide a report of them to these bodies.