

Group Secretary – Role and Responsibilities

The Group Secretary is the main conduit between The Group and IAM RoadSmart, and the Group and members of the public.

The Group Secretary should also ensure the group conforms to Group Rules and any other policies advised by IAM RoadSmart.

Processes

1. Communications
 - a. Manage the Group email account nam_secretary@yahoo.co.uk
 - i. Redirect emails to the appropriate committee member
 - ii. Reply to emails on behalf of the group
 - iii. Send emails on behalf of the Group
 - iv. Maintain email addresses
 - b. Send letters on behalf of the group
 - c. Deal with communications to and from the IAM RoadSmart
 - d. Reply to email requests for information
 - e. Distribute mail to the appropriate committee member
 - f. Order stationery from IAM
2. Attend, take and distribute minutes at committee meetings
 - a. Ensure correspondence is discussed at committee meetings
 - b. Ensure all necessary items are discussed at committee meetings
 - c. Create and distribute minutes (highlighting action points) of committee meetings
 - d. Follow up action points in the minutes
3. AGM
 - a. Organise the AGM.
 - b. Ensure notices are issued on time.
 - c. Circulate, collect, and collate Committee nomination forms.
 - d. Request, collate, and print AGM reports.
 - e. Take, and distribute minutes of the AGM
 - f. Inform IAM RoadSmart of changes to Group committee
4. New associates recruited by IAM
 - a. Forward the IAM new associate email to One-One officer, Membership Secretary and Treasurer
 - b. Update the DARTS system – Group assessments / pending enrolment. Change the status of the associate to enrolled.

- c. Send a 'welcome' email (copy Associates Officer) with the date / time of the next Sunday check drive session, include attachments – About us and the Associates information sheet.
- 5. New associates recruited by NAM
 - a. Forward the IAM new associate email to One-One officer, Membership Secretary and Treasurer
 - b. Update the DARTS system – Group assessments / pending enrolment. Change the status of the associate to enrolled.
- 6. Enquiries from the public. Reply (copy Associate Officer) with an email giving details of the next Sunday check drive session (with start time options). Attach About us leaflet.
- 7. Arrange for the Unit's annual service.
- 8. When an observer reports that an associate is ready to take the test – use the DARTS system to update the Associates status to 'test ready.'
- 9. IMI co-ordinator.
 - a. When a member wants to become a local observer
 - i. Use IAM Roadsmart website - Group Management / IMI Application – change application from 'National@ to 'Local observer', enter the applicants' details.
 - ii. When the Observer trainer sends an interim LOPS form – check that everything is correctly filled in. Send the form to Karen Upham imiqualfications@iam.org.uk. Resolve any ensuing queries
 - iii. When the Observer trainer sends a final LOPS form – check that everything is correctly filled in. Send the form to Karen Upham imiqualfications@iam.org.uk. Resolve any ensuing queries
 - b. When a member wants to become a National observer (this should only be done when the member is ready for the national observer test). Use IAM Roadsmart website - Group Management / IMI Application –Use the default National Observer, enter the applicants' details.

Other Responsibilities

- 1. Have a good understanding of Group Rules and committee proceedings.
- 2. Ensure that the Group Rules are followed during all Committee and General meetings

3. Complete risk assessment forms as required

Key Skills

1. Good interpersonal skills
2. IT literacy
 - a) Microsoft Office (Word and Excel)
 - b) DARTS (training will be given)
 - c) eMail
3. Good organisational and time management skills
4. Teamworking skills.
5. Attention to detail.
6. Tact, discretion and diplomacy