

# International Association of Music Libraries, Archives and Documentation Centres

United Kingdom and Ireland Branch

*Serving the profession since 1953*



## General Secretary

### Job Description

The General Secretary is the Officer responsible for the administrative and organisational work of the Branch. In accordance with the Constitution, s/he is required to be a personal member of IAML at international level.

The main tasks of the General Secretary are:

- To organise the work of the Executive Committee and Finance & Administration Committee
- To organise the Annual General Meeting and any elections which precede it
- To compile and circulate the Annual Report (in electronic format)

#### Executive Committee

The Executive Committee normally meets three times a year, in January/February, May/June, and October, usually in London. The General Secretary:

- Gives notice of each meeting, and requests reports and agenda items
- Reviews and circulates the draft minutes of the previous meeting, written by the Minutes Secretary and agreed by the President
- Produces the agenda, in consultation with the President
- Collates and circulates reports received from other Branch officers and committee chairs
- Produces a list of action points from each meeting and circulates them after consultation with the Minutes Secretary and President

#### Finance and Administration Committee

The Finance and Administration Committee (F&A) meets once or twice a year, usually on the morning of an Executive meeting. (It also conducts business via email at other times.) The General Secretary:

- Gives notice of each meeting
- Produces the agenda, in consultation with the President
- Reviews and circulates the draft minutes of the previous meeting, written by the Minutes Secretary and agreed by the President

## Annual General Meeting

The Annual General Meeting normally takes place as part of the Annual Study Weekend, usually held in April. Preparation for this starts in January. The General Secretary:

- Drafts a timetable for the lead-up to the AGM, based on deadlines specified in the Branch Constitution
- Consults with the President to produce the draft agenda and circulates this to all members together with invitations for nominations to the Executive Committee and invitations to contribute agenda items. (This process is carried out as far as possible by email)
- Organises a ballot for election of President and Executive Committee members where necessary. This will normally be an electronic ballot, arranged with the assistance of the Webmaster if required
- Assists the President in compiling the Annual Report (see below)
- Receives audited accounts from the Treasurer
- Receives draft minutes of the previous year's AGM from the Minutes Secretary
- Distributes copies of the Annual Report, final agenda, draft minutes and audited accounts to all members prior to the AGM

## Annual Report

The Annual Report is normally compiled between January and March, for circulation to members at least two weeks prior to the AGM. The General Secretary:

- Receives reports and images from Branch officers and committee chairs
- Formats the Annual Report (currently using Adobe InDesign software)\*
- Circulates the Report to members along with other AGM documentation
- After the AGM, circulates the Report to the 'Great & Good': leading figures in the professional, cultural and political world. (This list is updated annually with help from the Executive Committee.)

*\*N.B. The outgoing General Secretary is willing to continue responsibility for formatting the Annual Report, if desired*

## Other tasks

The General Secretary is responsible for other occasional administrative tasks, which include:

- Proposing dates of meetings and arranging venues (usually organised immediately after the AGM)
- Maintaining up-to-date contact details for members of the Executive Committee
- Updating the Governance pages of the Branch website (in conjunction with the Webmaster)
- Responding to general correspondence, or transferring it to the relevant officer
- Liaising with conveners of working groups not directly represented on the Executive Committee
- Annual renewal of Data Protection registration

## Expenses

Travel costs for attendance at committee meetings are reimbursed by the Treasurer on production of receipts.

To apply, or to seek further information, please contact the President at [president@iaml-uk-irl.org](mailto:president@iaml-uk-irl.org) or the General Secretary at [general\\_secretary@iaml-uk-irl.org](mailto:general_secretary@iaml-uk-irl.org)

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