

TPO & Seapost Society Hon Secretary Role

The Hon Secretary role is open to an existing society member of good standing. The role encompasses:

- Drawing up agendas for committee meetings & AGM in cooperation with Chairman.
- Writing minutes for above.
- Writing Secretary's Notes for TPO Journal quarterly (summary of meetings, etc.).
- Dealing with Society correspondence.
- Organising Society events, stamp fairs, occasional meetings (e.g. presence at Swinpex, Midpex, etc. and arranging a room for AGM at one of these).
- Registering new members & issuing welcome pack of documents (via email whenever possible).
- Maintain a copy of constitution and committee rules.
- Administer ISBN system for Society publications, maintaining record of issued numbers.
- Interact with committee members to suggest ideas to sustain and grow the Society for the benefit of members and philately at large.

Meetings:

- AGM (1) each year – usually in June – currently via zoom.
- Committee meetings (2): March/April and October/November
- Minutes and agendas are sent to committee members by email.
- Notes for the Journal sent to Keith Morris by email.
- Use email whenever possible to interact with committee members and society members.
- Expenses paid for stationery and postal costs as incurred.
- There is currently a set of ISBN numbers available for Society publications.
- Constitution and committee rules are already drawn up and agreed.
- Additional role if skills available: Looking after 'legal' side of Society business, copyright, etc.