

### **Job Description: Administrator/Secretary/Co-ordinator**

Organise and attend monthly meetings, 2nd Tuesday of each month

Approx. 15 hours per month

- Arrange venue in advance (town centre location)
- Draft agenda and send to committee for approval/amendments
- Send agenda and minutes to all members at least 7 days prior
- Print copies of previous month minutes, present month agenda and any supporting documents for attendees
- Attend meetings and take minutes
- Obtain signed approval of the previous month's minutes from the meeting Chair and file for reference
- Type up minutes and circulate to committee for approval/amendments
- Check 3rd party attendees are happy with content, if relevant (ie Town Council)
- Send minutes to all members
- Hold paper files of agendas, signed minutes and other relevant documentation

#### Email information

- In addition to the sendouts above (or in conjunction with, as sometimes the two can be combined), send emails to circulate
  - Information sent to the Chamber from 3rd parties such as the Town Council, TIC, DCCI etc
  - Details of networking events
  - Member company information and events, such as training opportunities, open days, seminars, grants etc
  - Surveys or information regarding 'hot topic' subjects from the monthly agenda

#### Press Releases

- As directed by the committee draft press releases for local newspapers to share the Chamber's response to local topics and to advertise networking events or important monthly meetings where a high turnout is to be encouraged
- Forward draft to committee for amendments and comment
- Email press releases (separately or bcc-ed) to contacts at the above papers - note although publication dates are important these papers also operate online and will publish press releases earlier in digital format

#### Correspondence

- Check the [info@bridportbusiness.org.uk](mailto:info@bridportbusiness.org.uk) mailbox regularly through the week and answer queries from members and other interested parties

#### Website

Send the following to our website manager to update.

- Update the site with information regarding events and monthly meetings
- Add news updates as appropriate
- Add new members details and update existing members as appropriate
- Update other key pages such Our Committee

#### Social Media

- Check regularly for activity (notifications, follows, mentions etc)
- Use FB and LinkedIn platforms to engage with potential new audience
- Advertise networking events and monthly meetings as appropriate

## New Members

- Answer enquiries regarding membership through email
- Save new members forms and present for approval at the next monthly meeting
- Record outcome and inform new member by letter (via email)
- Add new member to the email group/contacts, to website, FB and twitter
- As appropriate, canvass new members

## Networking Events

- Add to website to enable potential attendees to book their place online. Advertise through social media and newsletters
- Keep track of bookings
- Organise venue, catering, speaker, timings etc if required, or check this has been done
- Liaise with speaker regarding requirements, ensure venue can provide any additional equipment required
- Finalise numbers and create name badges
- Make sure attendee list, badges, membership and feedback forms are available to the leader of the event
- Note, networking events are best set up well in advance

## Other

- Carry out research as requested
- Liaise with the Town Council for archive information as required
- Collate member responses to surveys and requests for information to present an overview to the committee

## **Context Statement**

One of the benefits of membership is the access to confidential information, including updates from the Town Council and other local bodies. The minutes are sent out to members only, as are selected monthly updates. Promotional emails, for networking events etc, can be sent to a wider audience, and these lists are maintained separately.

The Secretary must maintain a good working relationship with the Town Council, Police, Parking Authorities, Dorset Council etc. They consult with the Chamber and trust us with information that may not be available to the wider public.

There is a political element to this role and skills required include diplomacy and the ability to interact well with a wide cross section of members and non-members, including Councillors and Town Council Officers. Other skills required include good organisation and time management, confidence with IT, social media and website CRM, minute taking and basic copy-writing.