

# Yorkshire Philosophical Society

## Responsibilities of the Honorary Secretary

### Main responsibilities

- Council & F&GP meetings:
  - Drawing up agenda in consultation with Chairman
  - Gathering papers
  - Taking minutes
  - Reporting on any membership matters (membership figures produced by Clerk)
  - Distribution of agenda and minutes (either Secretary or Clerk)
  
- Council administration etc
  - Monitoring number of Council members and length of service
  - Approaching potential Council members
  - Producing annual schedule of meetings
  - Producing a report for the Annual Report
  
- AGM
  - Drawing up agenda and papers
  - Finding proposers and seconders
  - Producing detailed agenda for President and officers
  - Taking minutes
  - Reporting on membership and Council matters and activities of volunteers

### Other

- Newsletter
  - Contributing articles
  - Proof-reading
  - Assistance with packing
  
- Lectures
  - Maintaining stocks in “box” of leaflets
  
- Financial
  - Dependent on experience