

Secretary - Role and responsibilities

1. Ambassadorial.

Being the lead interface between General Council and Senior University Leadership, senior academic and professional staff, and Court, maintaining a mutually supportive relationship that is respectful but not supine.

2. Governance

Overseeing the arrangements for statutory Half Yearly Meetings and ensuring they run smoothly and effectively through drafting agendas and papers and issuing briefings to platform party participants, with the support of the Assistant Secretary

3. Communications with General Council members

Being the principal contact with General Council members through timely communications, such as website notices, emails and Billet and doing so in ways to enhance members' awareness and involvement, recognising their worldwide distribution and range of interests.

4. Enhancing the engagement with General Council

Devising with Heads of Colleges and senior staff in Development and Alumni (D&A) appropriate complementary activities to increase engagement of General Council members and helping to deliver these activities.

5. Committees – Business Committee and Standing Committees

Supporting the various Committee Conveners by supervising the production of all papers and drafting of minutes, and ensuring timeous follow up of all agreed actions, with the support of the Assistant Secretary.

6. Elections

Being the Returning Officer and responsible for meticulously conducting elections in accordance with University Ordinances and Regulations for

- Business Committee membership (annual)
- Convener/Vice Convener of Business Committee (every 4 years)
- Chancellor (infrequent)

7. General Council office – in conjunction with the Assistant Secretary

- Production of an annual budget and statement of income and expenditure and ensuring expenditure remains within budget allocation.
- Smooth running of the office and reviewing systems with aim of improving effectiveness.
- Ensuring General Council records are managed in accordance with university archiving requirements.

8. Representational

- Attending graduations, University Remembrance Day, church and civic ceremonies along with other members of Business Committee on behalf of General Council.
- Attending meetings of the Secretaries of the four 'Ancient' Universities General Councils.