



General Secretary

The role of General Secretary is filled by a previously nominated person from the Sibford Old Scholars Association (SOSA) Committee or wider SOSA Membership. A nominated person must be elected at the AGM, with a majority vote, by those present.

Length of term

3-year term, running from 1st September to 31st August (inclusive).

The person holding this role can be re-elected in non-consecutive years or, for a subsequent term.

Roles and responsibilities

Lead for the smooth running of the Committee.

Attend and chair/co-chair SOSA Committee meetings with the President.

Take minutes for Committee meetings and AGM.

Provide the Agenda for upcoming Committee meetings and the AGM and pull together Minutes for previous Committee meetings and AGM.

Maintain effective records and administration for the Committee.

Coordinate suggestions and nomination forms for Committee member applicants as well as picking up on any other Committee management business.

Uphold the legal requirements of governing documents and the SOSA Constitution when and where appropriate.

It is important to remember that the Committee works as a team and not solus. All members of the SOSA Committee are there to help and assist each other with any and all tasks, always.

Commitment

Since and during Covid-19 restrictions, the Committee have embraced technology and have had more meetings using video calls. We understand that people's time is precious and suggest that moving forward we have a combination of these meetings:

4 Video conference meetings per year dependent on circumstances

3 meetings at Sibford School per year dependent on circumstance

Attendance where time allows includes the Annual Reunion, annual football match and any other event that may take place.