



## **Membership Secretary**

The role of Membership 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**

Act as an intermediary between the wider SOSA Membership base and the Committee.

Attend all Committee meetings.

Prepare and present a Membership Report at each Committee meeting.

Work closely with the School Liaison Officer to engage with the present-day students at the School.

Have a good and sound overview of the SOSA membership.

Co-ordinate the posting and e-mailing out of the annual SOSA magazine, 'The Rocket', Reunion programme, AGM, Presidential dinner, and other event invites with input and assistance from the School Liaison Officer.

Prepare and present an end-of-year Membership Report at the AGM.

It is important to remember that the Committee works as a team and not in 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 of events including Annual Reunion, annual football match and any other event that may take place.