



# Flower Clubs of Mercia and North Wales

nafasmnw.org.uk  
Charity Number 518603



## GUIDELINES FOR CLUB SECRETARY

These guidelines are from a NAFAS document produced in 2008.

A good and efficient secretary is a great asset to any Club and helps it to run smoothly. The Secretary should be familiar with the Club's constitution and the rules contained in it. There should always be a close link between the Secretary and the Chairman. Together they should draw up the agenda for each committee meeting and be aware of what decisions need to be taken at a meeting.

### Constitution

The Secretary will find much of relevance in the constitution, e.g. the frequency of meetings, when the AGM is due, who receives notices of meetings, and the length of notice to be given.

It is a good idea to keep a master copy of the constitution safely in a file but to have a spare copy at every meeting.

### New Committee Members

All new committee members should receive a "welcome pack", consisting of the constitution, minutes of the last AGM, the latest annual report and accounts, copies of minutes of the most recent meetings and any leaflets produced by the Club.

### Planning a Committee Meeting

Always ensure that the venue is booked and arranged suitably for the meeting. Ensure that additional copies of all papers being discussed are at hand.

### The Agenda

It is normally the duty of the Secretary, in consultation with the Chairman, to draw up the agenda. The Chairman has the final say about the order in which items appear.

Any major items which are on-going warrant their own place on the agenda and should not be brought up under matters arising. Matters arising should consist of only brief updates from the previous meeting.

Any sub-committees should each have a slot on the main committee agenda so that any decisions taken by the sub-committee can be ratified or approved.

Recurring calendar business should always appear on the agenda in good time for decisions, e.g. the AGM, Club accounts, outings, shows and events.

All items should appear on the agenda in a logical order. For example, a decision about spending money should appear after the Treasurer has given the financial report.

### Correspondence

Correspondence should be discussed with the Chairman and if necessary brought to the attention of the next meeting. All correspondence should be filed after action has been completed. All important correspondence and financial records should be stored in a safe place for seven years.

### **Annual Report**

If the Club has a written annual report it often falls to the Secretary to compile the report with the Chairman adding a Chairman's Report as part of it. A draft of the report should be approved by the committee prior to publication as it is in fact the committee's report of the Club's activities during a particular financial year.

### **Sample Committee Agenda**

1. Welcome
2. Apologies
3. Minutes of previous meeting
4. Matters Arising (not covered elsewhere in the agenda)
5. Correspondence
6. Treasurer's Report
7. Committee Members' Reports
8. Future Events/Special Items
9. Any other business
10. Date, time and venue of next meeting

### **After the Meeting**

The Secretary often has to take action following a meeting, write letters, contact people, make phone calls or organise more meetings or events.