

ROLE STATEMENT – CIPFA SOUTH EAST SECRETARY

Primary role

The Secretary is CIPFA South East's (CSE) correspondent and administrator, responsible to the President and the Council for the smooth running of CSE within the terms of the Constitution.

Specific roles:

- Constitution
- Council membership
- Council Agenda and Minutes
- Forward Work Programme
- Council meeting logistics

Main duties & responsibilities	
1	To convene all CSE Council meetings, arrange accommodation, agree agendas with the President, ensure that minutes and other relevant papers are prepared and circulated, prepare minutes of those meetings and carry out follow-up actions as necessary
2	To liaise with all CSE Council members and the regionally elected national Council member to receive reports and updates for CSE Council
3	To maintain, update and publish the forward work programme ensuring the Council members are aware of what is imminent and consideration for future meetings.
4	To arrange the Annual General Meeting of CSE and any Special General Meetings, preparing and arranging for the circulation of the notice of the meeting, agenda, papers and minutes through electronic mailing or signposting to the website
5	To invite nominations annually for the next CSE President, Vice President, Junior Vice President, Secretary and Treasurer, and for elected members of Council, to be announced at the AGM. To arrange and conduct any elections which may become necessary following more than one nomination for a post
6	To administer nominations for co-options to CSE Council and to ensure that all new Council members are aware of the workings of the Council by signposting them to the Vice-President responsible for mentoring new Council Members.
7	To seek nominations for CSE delegates to Public Finance Live and the Regional Forum and to oversee the booking of places, accommodation and travel where necessary.

8	To work closely with the CSE President and CSE Vice President to agree the guest list for the Annual Dinner, such as dignitaries from other CCAB bodies, winners of regional awards, past Presidents or Chairs and any other guests to be invited at the discretion of the CSE President.
9	Maintain the CSE Constitution ensuring it is up to date and fit for purpose and that a current copy is available on the 'useful documents' section on the web
10	To compile and update the standard documentation and templates of CSE and to maintain an electronic repository with shared access for Council members
11	Be a nominated data protection officer having access to, and maintaining, CSE contacts database ensuring this is used only for the intended purposes.
12	To maintain the CSE Zoom and Vimeo account(s) and retain a list of CSE login details and passwords.
13	To share responsibility for the smooth and competent running of the regional council with the CSE President and CSE Vice President and have general oversight of all council activities.
14	To liaise with CIPFA, other regions and organisations within the remit of secretariat responsibilities and support the CSE President and other council members as required with ad hoc correspondence e.g. to assist in sharing best practice that would benefit regional Members and Students.
15	As a Member of CSE Council, attend Council meetings and contribute to and engage in regional council activities
16	As a Member of the CSE regional council, actively seek new volunteers to join and contribute to council and regional activities.