

## CSE Council 19 July 2022

### Paper SEO2228

#### ROLE STATEMENT - CSE SECRETARY

(Succession Planning Working Group Draft as at 6 July 2022)

#### Primary role

To Secretary is CSE's 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

<b>Main duties &amp; responsibilities</b>	
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 action 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 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
4	To liaise with CSE President to ensure the smooth and competent running of the Society and its activities
5	To act as CSE correspondent with the Secretariat of CIPFA and with other regions and organisations
6	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
7	To seek 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 <b>Vice-President</b> responsible for mentoring new Council Members
8	To compile and update the standard documentation and templates of CSE and to maintain an electronic repository with shared access for Council members

9	To maintain the CSE zoom (and vimeo?) account(s) and retain a list of CSE login details and passwords
10	As a Member of CSE Council, attend Council meetings and contribute to and engage in Society activities
11	On behalf of the CSE President, invite agreed guests to attend the Annual Dinner being, new Members, dignitaries from other CCAB bodies, winners of regional awards, past Presidents or Chairs, other guests to be invited at the discretion of the CSE President
12	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
13	To seek nominations for CSE delegates to CIPFA Conference and the Regional Forum and to oversee the booking of places, accommodation and travel where necessary.
14	To maintain, update and publish the forward work programme ensuring the Council members are aware of what is imminent and consideration for future meetings
15	Be a nominated data protection officer having access to, and maintaining, CSE contacts database ensuring this is used only for the intended purposes.
16	With the Communications Officer, contribute and co-ordinate articles to Spreadsheet about CSE where appropriate
17	Maintain contact with other regional contacts to allow sharing of best practice on new initiatives for the benefit of the Members and Students of CSE