

## **Role of Secretariat Manager**

### **General Admin**

- Arrange stationery
- Deal with general enquiries by letter/phone/email.
- Deal with post office errands

### **Company Secretary Duties**

- Deal with Companies House
- Deal with nominated bank and arrange authorised signatories
- Deal with investment companies
- Deal with insurance liability cover

### **Finance**

- VAT Returns
- Submit annual accounts information to Accountant
- Book-keeping; sales and purchase ledgers
- Profit & loss accounts
- Credit Control
- Banking tasks

### **Training**

- Manage training administrator and liaise with Training Committee on projects.

### **Membership**

- new members
  - o recruit new members at exhibitions or telesales/email
  - o distribute applications to membership committee and Council
  - o obtain further information from applicants if required by membership committee.
  - o confirm to new member and raise invoice.
  - o Send certificate and joining pack
- existing members
  - o manage existing database and register of members
  - o send out annual subscription renewals and generate invoices
- supporting members
  - o recruit new supporting members at exhibitions or telesales/email

- obtain approval through Directors and Council.
- Confirm, invoice and send certificates.
- Obtain company logo and update to website SM page.
- order engraved plaque
- manage existing database
- Renew rotating website adverts exclusive to supporting members.

## **Events**

- Exhibitions
  - Book stand space, currently ISE, Firex, PLASA and PLASA Focus
  - Set up and man the stand throughout the event
  - Book stand furniture
  - Follow up leads
  - Co-ordinate seminar speakers and topics, if applicable.
  
- ISCEX
  - Liaise with Seminar Chairperson in sourcing presenters for seminars. Communicate with presenters thereafter.
  - Recruit exhibitors, book exhibition stands, raise invoices and contracts.
  - Take seminar bookings and raise invoices
  - Book venue, arrange catering, PA systems, photographer, equipment and entertainment.
  - Create floor plan for exhibitors. Create table plan for dinner.
  - Upgrade interviews; Schedule appointments, confirm to candidates and appoint interview panel.
  - Arrange AGM logistics and guest speaker.
  
- Council Meetings
  - Book venue and catering, create and distribute agenda and other reports prior to meeting.
  - Attend, take minutes and distribute after meeting.
  - Carry out actions from minutes.
  
- Board Meetings
  - Book venue, distribute agenda
  - Attend, take minutes and distribute after meeting
  
- Other events
  - Attend other events as and when necessary for the benefit of ISCE, ie, networking events.

## **Marketing**

- ISCE quarterly magazine

- Create editorial and obtain advertising
- Liaise with graphic designer on content and design.
- Mail out magazine electronically.
  
- Brochures
  - Liaise with graphic designer on content and new designs as and when required.
  
- Social media & E-Newsletter
  - Communication through these methods as and when required.
  
- Website
  - Nominated authorised administrator of new website.
  - Update content as and when.
  
- Press
  - Liaise with press and build relations
  - Distribute press releases
  - Source suitable photos to go with press releases

### **Technical**

- Obtain technical help for enquirers
- Obtain Standards quotes from BSI and take orders from members.
- Liaise with Hearing Loop Assessment Scheme subscribers

### **Other**

- Liaise with Institutes, such as IOA, PLASA, IPS and other relevant organisations such as Action on Hearing Loss, Hearing Link, CAE and build new relationships.