

## Regional Group Secretary

The position of Secretary is to serve as the key administrative person within the Regional Group committee and the contact for BSDHT members and non-members within that Region.

As Secretary, your duties as a committee officer are linked with the BSDHT office. These duties are as follows:

### Committee Duties

- To assume the taking, maintenance and preservation of the minutes
- Keep a record of incoming and outgoing correspondence
- Keep up to date records of current committee officers
- Remind fellow committee officers of the next committee meeting
- Circulate the previous committee meeting minutes before the next committee meeting
- Produce (the Chair may assist with this) and circulate the agenda for the next committee meeting to the committee officers
- Share the duty of organising the study day Programme with the Chair.
- Produce the Programme for the Regional Group study day(s) (other committee officers may assist with this).
- Produce the delegate register for the Regional Group study day(s).
- Prepare the name badges for delegates
- Prepare for the AGM.
- Write the yearly review
- Keep any records of expenditure, including receipts for the Treasurer
- Check that the Regional Group council officer has the correct information for their reports for full council
- Write the Dental Health summary (other committee officers may assist or want to write this).
- Write a Newsletter for members if you wish

### Office Duties:

- Follow data protection and use the BSDHT email address provided
- Send an electronic copy of the minutes of all committee meetings to the office for storage
- Provide up to date Regional Group committee officers details to the office and Honorary Secretary - particularly after the AGM
- Send an electronic copy of the yearly review to the office and Honorary Secretary for it to be uploaded onto the website
- Provide the Regional Group study day programme to the office for it to be circulated to the members and uploaded onto the website
- Receive the delegate online booking info
- Provide the delegate register information for the office to produce and circulate Regional Group study day certificates.
- Send the Editor of Dental Health the Dental Health report (other committee officers should do this if they wrote it).