



The Morris Federation - Secretary

JOB DESCRIPTION

- Responsible to:** Members of the Morris Federation
- Internal Contacts:** Committee & co-opted appointees.
- External Contacts:** Member Contacts, other Morris and Folk Organisations, other dance organisations in the UK and internationally, anyone who contacts the Morris Federation

Background Information

The Morris Federation is the largest association of self-governing morris teams in the UK, with around 500 current member teams. Its aims are to:

- a) encourage and promote morris and related activities, for anyone who wants to participate or to spectate;
- b) provide a channel of communication between member sides;
- c) encourage the improvement of standards of dancing and related activities among its members;
- d) encourage an environment for morris and related activities where all feel safe, welcomed and respected.

Summary Job Purpose

As stated in the Constitution the purpose of the role is:

- i. To provide a central address for first-line enquiries
- ii. To maintain a list of relevant contact addresses for circulation at regular intervals
- iii. To act as meetings convenor and minutes secretary

In addition, to maintain the Members Manual and get involved with other work of the Morris Federation as time allows.

Key Responsibilities

- 1. Respond to general enquiries received via email, or divert to the relevant committee member.**
- 2. Offer guidance to the committee.**
- 3. Keep the committee focussed on the Morris Federation's aims.**
- 4. Maintain accurate minutes of meetings for circulation within the committee.**
- 5. Convene the AGM (usually over the last weekend, or Saturday, of September) including EGMs:**

Documentation must be sent in accordance with the timescales in the Standing Orders. Run the AGM (the President's job being to chair it) including organising independent tellers for votes – can be officers of other Morris organisations, preferably not those who also belong to MF sides. The Day of Dance information to sides give details of how the day should be run. Annual reports should be submitted in advance so that all governance can be dealt with as a matter of course to allow the remainder of the time for discussions and Motions. Ideally, keep three years of AGMs going – ask sides to host for two years' hence.

- 6. Collate & maintain the MF Member's Manual and get the latest version published annually from all committee members.**
- 7. Represent the MF at the Joint Morris Organisations and other folk and traditional organisations.**

8. Maintain good relationships with other Morris organisations & other folk & traditional organisations:

Send out Christmas cards including to the Secretary of State for DCMS & Lord Redesdale (the latter being a Friend of the Federation for the Licensing Act exemption)

9. General Responsibilities

Support MF initiatives including social media, web content, events, and projects as time allows. Assist other members of the elected and co-opted committee as required.

PERSON SPECIFICATION

Good organiser, good thinker.

Good communicator.

Able to keep focussed on Morris Federation work.

Understand the competing needs of a hobby with guidance and legislation.

Generally unflappable.

CONDITIONS

This is a voluntary role, working within a small Committee team.

The Committee meets 4 times a year, one of which is the day after the AGM, otherwise in London or the meeting may be held virtually. You will need to attend all Committee meetings.

Reasonable travel and accommodation expenses are paid if agreed in advance.

HOW TO APPLY

Details of how to apply will be found on the AGM web page at: <https://www.morrisfed.org.uk/aggm/> . You will need to complete a Committee Post Nomination Form, be proposed and seconded by a member(*), and submit the form and a photograph by the deadline stated. *The classes of Membership are: Full Group / Junior Group / Full Individual / Associate / Honorary Life.*