

Secretary Officer – Role



As Secretary for The Morris Federation, you will work in a voluntary capacity alongside others as a member of the Morris Federation Committee. As a key contact for member enquiries, you will offer guidance and solutions to our membership and Committee, as well as maintain and update The Morris Federation's published guidance in line with both legislation and our current aims. You will be responsible for preparing and issuing AGM/EGM packs in accordance with the Morris Federation's Standing Orders, and will be responsible for the running, and accurate minuting of, AGMs/EGMs/Committee meetings.

As a member of the Committee, you will also have opportunities to network with other like-minded people, including those from other organisations, and get involved with new initiatives. You will work as a team, supporting others on the Committee, and will be able to get involved in our wider activities, have your voice heard, and help shape the future of Morris and related activities.

Guideline 14 hours per week.

PERSON SPECIFICATION

Good organiser, good thinker.

Good communicator.

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

Generally unflappable.

Strong literacy and IT/ Word processing skills

CONDITIONS

This is a voluntary role, working within a small Committee team. You will be part of a team who support and encourage each other. A period of shadowing for handover is encouraged. You will be working with our current Committee members and co-opted volunteers:

<https://www.morrisfed.org.uk/about/committee/>

The Committee meets 4 times a year, one of which is the day after the AGM, others are currently held virtually. Elected Committee members are expected to attend all Committee meetings. Co-opted Committee members are expected to attend part of the meeting to give an update on their activities. Elected and Co-opted committee members provide written updates for the Annual Reports to the AGM.

Reasonable travel and accommodation expenses are paid in line with the Expenses Policy:

<https://www.morrisfed.org.uk/for-teams/expenses-policy/>

HOW TO APPLY

Details of how to apply will be found on the AGM web page at: <https://www.morrisfed.org.uk/agm/>. 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.*

JOB DESCRIPTION

See next page.

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

Summary Job Purpose

The purposes of the role are:

- (i) To be the liaison point for first line enquiries.
- (ii) To convene and run meetings and maintain accurate minutes.
- (iii) To collect and publish guidance for our membership.

Key Priorities

The key focus of this role will be to make a significant and lasting impact in this area:

- Update and improve our guidance for member teams.

Key Responsibilities

1. Be the contact point for all general enquiries.
2. Convene, run, and maintain accurate minutes of the AGM, EGM, Committee and other meetings.
3. Prepare the AGM/EGM Packs and issue to the membership in accordance with our Standing Orders. Run the AGM/EGM (the President's job being to chair it).
4. Review and maintain the guidance for teams.
5. Keep the committee focussed on the Morris Federation's aims. Offer guidance to the committee.
6. Represent the MF at the Joint Morris Organisations and other folk and traditional organisations.

General Responsibilities

1. Represent the interests of our membership in furthering the aims of the MF, see Officers responsibilities at: <https://www.morrisfed.org.uk/constitution/standingordersofficers/>
2. Attend quarterly committee meetings and our AGM (usually last Sat in Sept) and any EGMs.
3. Support MF initiatives including social media, web content, events, and projects.
4. Collaborate on materials and guidance for our members.
5. Assist other members of the elected and co-opted committee as required.
6. Maintain good relationships with other morris organisations and our other external contacts.

Other Opportunities

As a member of a Committee, other opportunities will arise to be involved in MF initiatives and projects as time allows, and as personal interests appeal. These might include:

- Suggesting new initiatives to support our aims.
- Attending our workshops and events, in person and online.
- Representing The Morris Federation at meetings and events including those of the Joint Morris Organisations, Morris Ring, Open Morris, English Folk Dance and Song Society (EFDSS), and other organisations of which the MF is a member.