**ROLE DESCRIPTION  
SECRETARY**

Every local institute must elect a secretary at its Annual General Meeting to hold office for the ensuing twelve months.

The Secretary summons all council meetings, collates council member reports, records minutes of all council meetings and maintains a register of all attendees of meetings that the council holds.

The Secretary is also responsible for organising the local institutes AGM.

Remember, the role of the local institute is primarily to adopt the objectives of the CII, as defined in its Charter and Bye-laws, for the benefit of your local members, prospective members, students and the local insurance and financial services community.

Consequently, the secretary should develop a close working relationship with the CII at Aldermanbury and also with the Regional Membership Manager for the region.

**Main responsibilities**

The role will involve, but may not be limited to the following:

* To summon all meetings of the institute and the council.
* To keep or cause to be kept proper minutes or reports of all meetings of the institute and the council, summon all meetings.
* To upload all minutes and reports into the Network Know-how extranet site for archiving.
* To ensure that the local institute conducts its affairs at all times in compliance with its constitution.
* To ensure that the local institute’s constitution conforms to the CII’s Charter and Bye-laws, that it is kept up to date and to report to council on any non-conformity with the constitution.

* To ensure that all meetings of council and of committees are correctly called and are officially quorate.
* To organise the local institutes AGM and supervise the election of members of council.
* To ensure that annual returns required by the CII are correctly compiled and submitted on time.
* To act as Returning Officer for the local institute whenever elections are held for the post of CII Regional Council Representatives.
* To attend meetings of any sub-committees as may be required.

**Additional notes**

1. The role of secretary will normally be undertaken for a term of one year although the constitution of the local institute allows for a longer period.
2. The secretary is the person responsible for ensuring that all local institute affairs are conducted in accordance with the latest adopted version of the institute’s constitution. Consequently it is essential that the secretary, who is responsible for its safe keeping and relevance, has a working knowledge of the constitution.
3. It is the secretary’s responsibility to call all meetings held by the local institute. This responsibility may be delegated should an ‘acting’ secretary be appointed to service a particular committee (e.g. Sports and Social, Education etc.) Any ‘acting’ secretary must adopt the same procedures as the elected secretary and must pass a copy of the minutes of any meeting to the elected secretary for safekeeping and onward reporting as necessary. Once the date of a meeting has been agreed by the president (or appointed chairman), the secretary must give all members of the council or committee at least seven days notice, in writing, (post or e-mail) of the date, time and venue of the meeting, and must include an agenda or details of the purpose of the meeting. If using post, the notice must be sent to the member’s last known address.
4. The secretary is responsible for ensuring that all meetings are quorate. The details set out in the model constitution are:

* Committees: Quorum of 3
* Council: Quorum of 5
* Annual General Meeting: Quorum of 10
* Special General Meeting: Quorum of 10

Please note these have been increased by many of the larger institutes so secretaries must check their own constitutions.

1. The model constitution states that each local institute must hold its AGM between 1 March and 10 May each year and that at the meeting two or more competent persons or a professional auditor should be appointed. The secretary is responsible for issuing the notice convening the AGM at least 21 days before it takes place. The notice must be given to all members but, in accordance with the terms of Bye-law 1, this notice may be given by circular or advertisement.
2. The secretary is the person who is charged with ensuring that the local institute conforms to the CII’s Charter and Bye-laws. In particular, the secretary is responsible for ensuring that the appropriate procedures are followed to elect the local institute representative(s) to the CII Representative Council.
3. The records of the local institute are usually archived by the secretary, who is responsible for their safekeeping as well as the safekeeping of any institute regalia (unless passed to the president – e.g. the badge of office), trophies and other documents. Please note documentation can be archived into Network Know-how.
4. The secretary must submit the form of all elected officers to the CII within 7 days after the institute’s AGM has taken place. This should be uploaded into the Network Know-how extranet site. In addition, a copy of the minutes of the AGM, a copy of the accounts presented to the AGM, a financial summary and details of the next annual dinner must also be submitted. Details of any changes to the elected officers must also be notified as soon as practically possible after the change has been ratified by the council.
5. Secretaries must be aware of the various membership terms and benefits available to members, including current subscription rates, specially negotiated benefits and varying membership schemes, for example retired member scheme. Details are published regularly.