

KCACR General Secretary Role

Version: March 2026

The KCACR General Secretary is elected annually at the AGM and holds a voting role on the KCACR General Committee.

Purpose of the role

The purpose of the General Secretary is to provide secretarial / administrative support for the Chairman and General Committee, particularly with regards to quarterly meetings and the AGM.

The General Secretary is one of the three Trustees of the BRF, the other two being the Treasurer and Chairman.

Duties

1. Completing relevant safeguarding training appropriate to the role.
2. Act with the Association's best interests at all times.
3. Enable the smooth running of quarterly meetings (held on the last Saturdays of February, April, July and November) by:
 - a. Developing – with the chairman – the agenda;
 - b. Requesting, collating and distributing reports from General Committee members in advance of the meeting;
 - c. Take minutes, finalise these with the General Committee, publish an agreed draft set of minutes on the website, and upload adopted minutes to the website.
4. Handbook orders (usually no more than half a dozen per year)
 - a. Deal with the occasional request / order for handbooks, which may come by post or email.
5. Oversee renewal of Association insurance policies (annually).
6. Handbook distribution (annually) – send out handbooks to recipients, which are documented in a separate 'How To' file:
 - a. The President (the Archbishop of Canterbury)
 - b. All Vice Presidents – this includes checking the Canterbury, Rochester and Southwark Diocesan Web Sites to confirm the names and addresses of the Vice Presidents.
 - c. Honorary Life Members
 - d. Ringing World
 - e. Central Council Librarian
 - f. Non-resident Life Members who have requested a copy.
7. Update the list of Vice-Presidents if/when there are changes to the Bishops, Deans and Archdeacons officiating within the Association's area. This will rely on members making the General Secretary aware, alternatively this will be picked up during the annual Handbook distribution.
8. Arrange the 'company' secretarial aspects of the AGM (full details are available in the AGM Procedure document):
 - a. Share AGM procedure file with host district, to allow them to make necessary arrangements.
 - b. Approximately 8 weeks prior to the AGM, send nomination forms out, with closing date of around 1 week prior to AGM.
 - c. Advertise the AGM approximately 7 weeks prior.
 - d. Approximately 6 weeks prior to the AGM, prepare and publish the agenda, alongside officers' reports (from Handbook), draft minutes of previous AGM.
 - e. Arrange for certificates of members reaching 50-year anniversaries to be presented at the AGM
 - f. Type up and distribute minutes of the AGM.