



**President: HRH The Duke of Edinburgh KG KT OM GBE QSO**

## **AYRS SECRETARY – DUTIES & GUIDANCE**

Note: This is the first draft of an on-going “job description”. People who are seriously interested in taking this task on should contact the AYRS Office email: [office@ayrs.org](mailto:office@ayrs.org) for the current version.

### **Formal Responsibility (from the Articles of Association)**

The duties of the Hon Secretary of the Society are not explicitly enumerated. However, the term implies that they are responsible for the Society’s correspondence and records. Mention of the Secretary in various Articles include:

- a) Receipt of applications for membership
- b) Receipt of proposals for election to the Committee and Officers
- c) Receipt of notice for discussions at the AGM
- d) Convening of Extraordinary general meetings at the request of members.
- e) Convening of Committee meetings
- f) Looking after the Society’s Seal
- g) Holding referenda of the Society’s paid-up members.

### **In Practice**

The Secretary receives all correspondence addressed to the Society that are not explicitly addressed to someone else (e.g. the Treasurer/Membership Secretary). This includes all post (which should be addressed to BCM AYRS (a British Monomarks mailbox), and forwarded to them to the current Secretary’s home address<sup>1</sup>), and all emails addressed to [office@ayrs.org](mailto:office@ayrs.org).

The Secretary is also responsible for ensuring all queries are answered, either by someone else or by doing it themselves.

As the keeper of the Society’s records, the Secretary is responsible for ensuring that all the Committee’s meetings and correspondence are minuted and recorded. The Secretary doesn’t necessarily have to do it themselves, but they are responsible for seeing that it is done.

The Hon Secretary would normally act as Company Secretary, which is a legal role, and requires them to ensure that the records of the Society at Companies House and the Charity Commission are up to date and to file financial and other reports as required.

The Secretary also holds two archives of AYRS publications. (Eight archives are distributed amongst the Committee so that in the event of, say, a fire not all of them are lost). They also hold the AYRS Seal, which is primarily of historical interest, but since we have it we cannot dispose of it until the Society is dissolved!

The Secretary has also in the past been a signatory on the AYRS cheques, as they have usually been conveniently close geographically to the Treasurer. Again this may be of historical importance only.

---

<sup>1</sup> This arrangement, for which the Society pays, means that the current Secretary’s address remains private, and that the Society has a single postal address – BCM AYRS, London WC1N 3XX – regardless of changes in Secretary.

## In Detail

British Monomarks forward what mail they have received for BCM AYRS once a week, usually so it arrives on a Monday. Some of it is rubbish and can be immediately binned; but most spam now comes by email.

Membership forms and cheques need to be forwarded to the Treasurer/Membership Secretary, who also needs to be informed about returned Catalysts etc so that the membership list can be updated to show there is a mailing problem. The Catalysts themselves should be returned to stock.

Orders for back publications should be sent to whoever holds the stock, and any cheques sent to the Treasurer (or, better, paid straight into the bank and the Treasurer advised accordingly).

Emails to the Society will usually be sent to [office@ayrs.org](mailto:office@ayrs.org), which is an online mailbox containing a number of folders, and the Secretary should keep a watch on the Inbox, filing and answering mails as appropriate, or forwarding them to the appropriate person for action. A list of the (current as at 2020) online folders is attached at A. Other Officers also have access to these folders.

The Society's records are now almost entirely kept online, although paper records still exist and should be used e.g. for incoming letters. The online records are kept in a Dropbox folder called the "AYRS Team folder", and the Secretary should hold a fully-synchronised copy of this folder on their own computer (as should every other Committee member who uses it regularly). The list of sub-folders is attached at B. It will be noted that the structure of mailbox folders and of Dropbox sub-folders broadly correspond. A copy of every document you originate and also of those sent to you should be kept in the online folders. The Secretary and whoever is acting as WebAdmin are jointly responsible for archiving those documents that are too old and taking up space. They should NOT be deleted.<sup>2</sup>

There is additional guidance in the Dropbox/Committee folder called "Guidance for AYRS Sec". It was written for Kim when he took over the task for a while. Some of it may still be relevant.

---

<sup>2</sup> Simon is currently responsible for archiving and will clean out both the mailbox and online (Dropbox) folders before he gives up.

---

## **A List of mailbox folders as at Dec 2020.**

AGMs – any emails, received or sent, relating to the Society's AGM and any EGMs

AYRS Email list – should be filled with any emails sent to the [AYRS members] list

Boat Show – all emails received or sent related to Boat Show(s) and RYA Dinghy Show. Received mails should also be forwarded to whoever is dealing with our show appearances (or if of more general relevance, the Committee via [committee@ayrs.org](mailto:committee@ayrs.org))

Committee – all emails relating to Committee discussions.

Finance management – primarily for the Treasurer (NB I may move this to a new Treasurer mailbox)

PayPal – also for the Treasurer

Governance – anything related to Companies House or the Charity Commission

Howard fund

Insurance – the insurance is due at the end of September.

John Hogg prize

Local groups – anything related to the setting up or management of local groups

Purchases – records of orders for things bought.

Catalysts – purchase of printing etc for Catalyst. (NB This may get moved to the Editor's mailbox)

Zen bills – For the website. We get a statement once a month and a notification that they are going to Direct Debit us. No need to do anything other than file them

Computery – Anything related to passwords and online accounts

Drafts – This folder appears to be generated automatically. It should be empty!

Editorial – Things for the Editor (NB this may get moved to the Editor's mailbox)

Articles

Events – Emails related to planned events. Usually these need an announcement to be put on the website.

Filing – odds and sods I haven't got around to filing. Will be sorted.

JRA – things related to the Junk Rig Association, including announcements of the availability of their magazine which needs to be downloaded and a low-resolution version put on the AYRS Forum in the members-only area.

Misc correspondence – as it says

Orders pending – orders that have been received but not yet acted upon. Used as a way of keeping the Inbox clear of messages that have been read but not yet auctioned.

Orders satisfied – holds emails of orders after they have been dealt with.

Sent – This is where the system puts sent emails. You need to move them into the appropriate folder.

Spam – mails automatically filtered out by the mail-server software. They need looking at occasionally just to make sure the system has not rejected something important.

Standard texts – copies of standard texts for answering standard queries –mainly for whoever is Membership Secretary.

Standing orders - emails notifying us a standing order has been set up. Most of these come automatically from PayPal. (NB This may get moved to the new Treasurer's mailbox)

Subs dealt with – Used for filing messages notifying payments after they have been dealt with. (NB This too may get moved to the new Treasurer's mailbox)

Subs pending – Messages advising of subs payments for action by the Membership Secretary. (NB This too may get moved to the new Treasurer's mailbox)

Trash

---

## **B List of subfolders within the Dropbox AYRS Team folder.**

AGMs

Boat Shows – anything to do with immediate past, current or future Boat Shows, organised by year, plus standard handouts etc.

Committee

2019-20 – the last years Committee records

2020-21 – current years Committee documents.

Finance

Bank – misc documents relating to the bank accounts

Old – Treasurer’s records, past years accounts etc.

PayPal – mainly downloaded PayPal statements

Governance – sub-folders for the Charity Commission, Companies House, and the legal documents governing AYRS

Howard Fund

Insurance

John Hogg Prize

Regalia – misc graphics etc for printing sweatshirts etc.

Editorial – things filed by the Editor.

Events – meeting reports and guidance on using Zoom.

JRA – archive of JRA publications

Members – anything to do with members – membership lists, mailing labels, misc correspondence etc

Misc correspondence – letters sent on paper, not as emails.

Publicity – joining forms, flyers, and other publicity material. NB handouts for boat shows are under Boat Shows.

Stock – (out of date) lists of stock and where they are/were

Templates – word-processor templates for AYRS letter headings, standard letters to banks re bank orders etc.