

Role Description: Staffordshire Centre Secretary, MSCC

The following guidance is drawn from the MSCC website supplemented by additional centre-specific duties that Keith has been carrying out in recent years.

The MSCC website contains a very comprehensive guide for Centre Secretaries entitled Centre Secretary's Information Pack under Club Documents in the Members Area.

Centre Secretary Duties (From the MSCC Website)

The responsibilities of a Centre Secretary include compliance with Centre governance (Section 5) and:

1. 8.1 To abide by the Code of Conduct (Sections 6 & 24).
2. 8.2 To ensure the Centre conforms to MSCC's '**Minimum Requirements**' (Introduction).
3. 8.3 To arrange and promote meetings and events, avoiding the same date as an MSCC national event.
4. 8.4 To welcome all members of the MSCC, its affiliated overseas clubs and occasional visitors.
5. 8.5 To ensure all Centre members have sight of its current rules either by posting on the Centre website or supplying an individual copy.
6. 8.6 When possible, attend NCMs or nominate a delegate (who must complete the 'Code of Conduct' and confirm attendance with the Membership Secretary. The Centre Secretaries' Google group may prove an alternative way to contribute to the meetings.
7. 8.7 To keep the members informed about matters discussed at NCMs and on the Google group.
8. 8.8 To notify the death of a Centre member to the MSCC Membership Secretary.
9. 8.9 To keep a record of Centre equipment and assets.
10. 8.10 In the event of questions from Centre members:
 1. 8.10.1 Day to day running of a Centre should be addressed in the first instance to the Centre Secretary.
 2. 8.10.2 If a Centre Secretary has queries related to any topic in this document please contact the CLO.
 3. 8.10.3 References to MSCC matters should be directed in the first instance to the relevant club officer.

Additional Staffordshire Centre-Specific Duties

1. Submit notes to Miscellany in accordance with the publication deadline dates giving an overview of the centre's recent activities and future plans.
2. Arrange and chair centre committee meetings. Send out the agenda prior to the meeting and produce minutes from the meeting.
3. Arrange and chair the Annual General Meeting of the Centre and coordinate the agenda in line with the MSCC requirements for centre AGMs including nomination and voting in of committee members.
4. Liaise with other committee members to coordinate inter alia:
 - Creation and maintenance of a club calendar of events
 - Public communications, including website and social media activities
 - Promote membership, maintain membership records and protect the confidentiality of members data
 - Share advice and technical knowledge relating to Morgans
 - Promote Morgan related motorsport activities.
5. Liaise with other MSCC Centre Secretaries regarding possible joint activities.
6. To make contact with all new members of the centre to welcome them and invite them to centre activities and Noggins etc.