

SECRETARY TO UK PROGRAMME ACTION COMMITTEE (UKPAC)

PURPOSE AND ROLE

To support the UK Programme Action Committee and administer the business of the Committee;
Carry out the duties of an Officer, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Act as Secretary to the UKPAC;
2. Prepare the Agenda for meetings of the Committee, in association with the Chairman of UKPAC;
3. Circulate Agendas, Minutes and papers of all UKPAC meetings to the Committee, the Federation Programme Director and SIGBI HQ;
4. Receive, record, and present documentation to the Committee and answer all correspondence;
5. Prepare and circulate information as required to all Committee members;
6. Ensure that appropriate venues are booked for all meetings;
7. Make and confirm accommodation and or attendance arrangements for members of the committee, speakers and observers to the meeting;
8. Notify SIGBI HQ promptly of any changes in representation on UKPAC;
9. Assist and co-ordinate the running of the UKPAC Study Day;
10. Be aware of the Soroptimist view on issues of importance by referring to the "Where We Stand" Global Voice, Programme Action Magazine (PAM) and Federation publications.

METHOD OF ELECTION AND TERM OF OFFICE.

- A candidate shall be in good standing.
- The Honorary Secretary will be elected initially for two years and shall be eligible for re-election but shall serve for no more than four consecutive years. When a new Honorary Secretary is to be appointed, the post will be advertised and she will be elected by members of the UKPAC.
- She takes office at the start of the Federation year following her election.
- On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.
- If the Honorary Secretary is elected from the members of the committee, the Region from which she comes shall elect another person from their Region as Regional PAC to take her place on the UKPAC.
- In the event of the Secretary being unable to act, the UKPAC will have power to fill the vacancy until such time as an election can be held.



REMOVAL FROM OFFICE

- Where the UKPAC Secretary is not performing satisfactorily in the elected role, the UKPAC has the power to remove the Secretary by calling an Extraordinary General Meeting at which a resolution to remove the UKPAC Secretary will be presented.