Secretary's Role 2022

General

Together with the Chair, to lead the BDAC, set the ethos and direction according to the BDAC Constitution.
To play a leading role supporting Birmingham's Allotment Associations and plot holders .
To play a leading role supporting the Birmingham City Council in the management of Allotment sites according to the BDAC Agreement with the Council.

Specific

Attend monthly Executive Meetings and deliver a Secretary's report for discussion.
Attend the BDAC Annual General Meeting, the Half Yearly Meeting and any EGMs that are called giving a report of works carried out for discussion.
Attend and represent plot holders and Associations in the Allotment Consultative Council Meetings.
To keep a record of business conducted.
To maintain an up-to-date register of Association Officer contacts according to GDPR.
Be a main contact for Associations and plot holders requiring support.
Ensure that Associations have to opportunity to communicate freely with the BDAC.
Communicate information, support and advice out to Executive members, Advisors, Associations and plot holders.
Manage the email account.
Read and respond to all emails that come in to the BDAC email account, making decisions about forwarding emails onto the most appropriate Officer/ Advisor.
Booking Meeting venues and organising refreshments.
Communicate with the Council any concerns that Allotment Associations /BDAC Executive have.
To act as Chair in Association AGM's /EGM's if requested
To support Allotment Associations to form new committees when needed.
Undertake site visits when requested.
Together with the Chairman oversee Directly managed sites according to the BDAC/Council Agreement
Deputise for the Chair at Executive meetings if they are not available.

Extra duties presently undertaken

Attending meetings of the West Midlands branch of the National Allotment Society
Support the Web manager oversee the Web site
Support the organisation of the Annual Show and be on the Show Committee
Write a quarterly Newsletter
Manage the BDAC Facebook page