Role: ICS Assistant (part time)

Role Purpose:

* Responsible for assisting the ICS Executive Committee in coordinating all functions of the Branch activities and operations

Role Duties and Responsibilities:

1. Provide Secretariat services for the Association as needed.
2. Maintain membership roster, indicating category of membership; FICS, MICS, Retired or Life with contact details
3. Receive all applications for new membership and promotion to Fellowship and ensure they are complete. Carry out local vetting process then stamp and sign the application. Send application to ICS London’s Membership Manager for consideration before Executive or Controlling Council. Keep applicant appraised of the status of their application and date of EC or CC meeting their application will be considered. Once approved, congratulate and welcome new member and ensure they receive their certificate, appropriate tie or scarf (Members = blue; Fellows = red) and copy of ‘Quality Ashore’ book.
4. Invoice and collect yearly subscription dues
5. Reconcile membership lists and subscriptions received with London
6. Pay ICS London 60% of subscriptions received
7. Ensure Year End Financials and minutes of the AGM are sent to ICS London
8. Complete any branch reports requested by ICS London
9. Arrange board and AGM meetings:

* Give notice of meetings (as outlined in by-laws for AGM), call for attendance, ensure quorum is met
* For AGM circulate nomination form, track new nominees and communicate to board
* Draft agenda
* Arrange catering
* Distribute agenda, previous meeting minutes and any financial reports etc. at meetings.
* Aid Secretary in reporting on membership status and issues as needed. Ensure Secretary has membership information for the year so they can deliver Secretary’s report on Membership at AGM.
* Aid Treasurer in reporting financial status and issues as needed. Ensure Treasurer has end of year financials in order so they can deliver Treasurer’s report at AGM.
* Take meeting minutes to be reviewed by the Chair & circulate after meeting

1. Arrange for payment of incoming invoices
2. Create/keep below records:

* Royal Charter, Canadian By-Laws, UK Bye-Laws
* Director’s Contact List
* Contracts with vendors
* Letterhead/logos etc.

1. Distribute/circulate communication received as necessary

Pub Nights

1. Assist in making facility booking and menu selections
2. Draft flyer and advertise to membership
3. Tally number of attendees and communicate to Board and to Pub
4. Collect and process payments
5. Pay pub deposit (if required) and settle final invoice
6. Take attendance at event and distribute drink tickets
7. Appoint someone to take photographs

Seminars

1. Assist in making facility booking & payment
2. Draft flyer and advertise to membership
3. Tally number of attendees and communicate to Board
4. Collect and process payments
5. Arrange for catering
6. Ensure and AV needs are in place, set up tables and chairs
7. Handle registration at event
8. Take photographs for posting to website

Website

1. Ensure content is current
2. Maintain as necessary

* Other duties as delegated by the Executive Committee members
* To represent ICS in the community and promote its aims and ideals