

# Assistant Secretary

## Role Description

## Role Purpose

The Assistant Secretary supports the District Secretary in coordinating the smooth running of Dorset NEU. The role provides administrative, organisational and operational support to ensure effective governance, communication and district functioning. The Assistant Secretary helps maintain continuity, supports officer coordination, and assists with district business throughout the year.

## Key Responsibilities

### 1. Support for the District Secretary

- Assist the District Secretary in managing district correspondence, planning meetings and coordinating district activity.
- Help prepare agendas, meeting papers and documentation as required.
- Provide administrative backup for district processes, communications and operational tasks.

### 2. Meeting Support

- Support the organisation of Dorset NEU meetings, including the AGM and any sub-groups.
- Ensure agendas, papers and notices are distributed in good time.
- Liaise with the Minuting Secretary and Communications Secretary to ensure smooth meeting administration.
- Chair meetings in exceptional circumstances if both the President and Vice President are unavailable (if agreed by the district).

### 3. Communication & Coordination

- Support district-wide communication by liaising with officers, reps and members to share information and updates.
- Ensure queries reaching the district are passed promptly to the relevant officer or Regional Office.
- Help maintain good communication between officers to ensure coordinated district activity.

### 4. Administrative & Organisational Duties

- Assist with maintaining accurate records, files, archives and documentation.
- Take on administrative tasks needed for district campaigns, events, elections or officer coordination.
- Ensure district procedures are followed and help maintain continuity during busy periods or officer absence.

### 5. Collaboration

- Work closely with the District Secretary, President, Vice President, Treasurer and other Dorset NEU officers.
- Support the onboarding of new officers by helping them access information and district structures.
- Liaise with the Regional Office where appropriate to support smooth district operations.

## 6. Supporting District Governance

- Uphold NEU rules, democratic processes and good governance.
- Offer support and procedural guidance during meetings or organisational tasks.
- Play an active role in sustaining a respectful, inclusive and collaborative district culture.

## Skills & Attributes

- Strong organisational and administrative skills.
- Good communication and interpersonal abilities.
- Ability to work collaboratively and supportively with a wide range of officers.
- Reliability, discretion and attention to detail.
- Willingness to learn NEU processes and support district governance.
- Commitment to NEU values of fairness, democracy and collective action.

## Time Commitment

- Attendance at Dorset NEU meetings and the AGM.
- Regular availability to support administrative and organisational duties.
- Occasional additional time for preparation, coordination or support tasks.