

General Secretary

1. To promote and support the DBKA and its members in achieving its aims and objectives.
2. You shall be a DBKA Officer, a Trustee of DBKA, and a member of the DBKA Executive Council (EC).
3. You are to act as point of contact/liaison for DBKA with BBKA, other organisations associated with beekeeping, and the general public seeking information on beekeeping matters.
4. You are to act as the BBKA's primary point of contact, you are responsible for circulating to the DBKA membership in a timely manner all communications from the BBKA regarding activities, news, calls to action, etc.
5. BBKA Annual Delegates Meeting (ADM) & Forum Meeting
 - 5.1. You are responsible for circulating information for the meetings to the DBKA Executive and Delegates upon receipt.
 - 5.2. You are responsible for facilitating any DBKA meetings that are required to ensure maximum participation at the meetings.
 - 5.3. You are responsible for returning to the BBKA within time any topics that DBKA wishes to have debated so that agendas may be formulated and circulated.
6. BBKA Year Book - you are responsible for submitting to the BBKA all DBKA information for inclusion in the BBKA Year Book.
7. BBKA Capitation - you are to be aware of the Capitation payments to BBKA process to ensure that DBKA is compliant with its BBKA Membership.
8. You shall be a DBKA Holding Trustee.
9. You are responsible for the DBKA logo as the property of DBKA; your written permission is required for its use.
10. You are to undertake day-to-day handling and action of general queries and correspondence for DBKA.
11. You are to disseminate information on beekeeping matters to the Branches of DBKA.
12. You are to act as reporting liaison with the Charity Commissioners and ensure completion of the statutory returns.
13. You are to ensure all new trustees complete the Trustee Disclosure Form and are issued with the Trustee Guidance, and that trustees, officers and other members of the EC are issued with a copy of the DBKA Governing Document and terms of reference.
14. You are to interpret and advise on all aspects of the DBKA Governing Document.
15. You are to ensure that any DBKA general meetings are planned and arranged properly.
16. You are to ensure that any general meeting agenda is agreed at an EC meeting, and that Accounts and Reports (if any) are available for circulation to members.
17. You are to ensure that any general meeting agenda, and Reports and Accounts are circulated in the edition of Beekeeping Magazine that is published immediately prior to the general meeting.
18. You are to plan and arrange trustee and EC meetings as required. The agenda is to be agreed with the Chairman usually a month prior to the meeting.
19. You are to prepare a report, for circulation, prior to each trustee and EC meeting.
20. You are to ensure that inputs and reports for trustee and EC meetings are received, and attendees receive the agenda, reports and associated papers at least 14 days prior to the meeting.
21. You are to be responsible for all DBKA records, inventories, and archived material.