



The Midlands Federation
of Museums & Art Galleries

Honorary Secretary of The Midlands Federation of Museums and Art Galleries, voluntary.

Place yourself at the heart of Mid Fed and the museums and galleries profession in the region.

- Gain new skills, knowledge and experience to support your career development
- Meet new people and develop your professional networks
- Learn about charity law and the role of the trustee
- Be among the first to hear about the latest issues affecting the museums sector in the region
- Make an active contribution to debate and advocacy about issues affecting the profession
- Enable a successful organisation to deliver its objectives

Honorary Secretary Responsibilities:

- Make arrangements for Council meetings, for example, room bookings, refreshments, arranging equipment and ensuring there are facilities for those with special needs
- Check that a quorum is present at all meetings of the Council
- Compile and circulate agendas for Council meetings, with reference to other council members
- Minute the meetings and circulate to Council members
- Check that Council members have carried out action agreed at a previous meeting
- Carry out the process of elections as set out in the Constitution
- Keep the official records of the Federation
- Complete Annual Return to Charity Commission
- On retirement from office, hand over to the successor or to the President all items belonging to the Federation
- Represent the Federation and carry out any other duties as required by the Council