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