



RESPONSIBILITIES OF ASSISTANT SECRETARY OF THE AYM

The Assistant Secretary is annually elected by AYM members at the AYM's AGM.

The Assistant Secretary is responsible for supporting the AYM Secretary in their work, deputising for them in their absence. Those responsibilities include:

- Setting agendas and distributing papers for the AYM AGM & Executive meetings,
- Minuting of AYM meetings and holding signed copies of minutes,
- Receiving nominations for AYM positions and acting as the returning officer if an election is required,
- Registering/deleting AYM Directors with Companies House (via AYM solicitors),
- Ensuring AYM activity is conducted within the AYM's Articles of Association.

January 2021