



RESPONSIBILITIES OF SECRETARY OF THE AYM

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

The Secretary is responsible for:

- 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.

In addition, the Secretary is:

- Signatory to the AYM Bank Account
- Responsible for the AYM Twitter account

April 2020