



Secretary of Surrey Beekeepers' Association

Job description – September 2026

Role

The primary role of the Secretary of Surrey Beekeepers Association (SBKA) is to work in partnership with the Officers, Trustees and Representatives to ensure the smooth running of the SBKA Council.

The Secretary also acts as a point of contact for Surrey Divisions, BBKA, the Charities Commission, external organisations and members of the public.

Responsibilities

The Secretary:

- Is a trustee of Surrey Beekeepers Association
- Ensure the smooth running of quarterly Surrey BKA Council meetings, and Extraordinary Meetings as required:

Council meets are held quarterly typically January (ahead of BBKA's ADM), April, July, and late October (ahead of SBKA's AGM). Meetings are normally held online, with an aspiration to hold one face to face meeting each year.

The Secretary:

- Agrees an annual cycle of meeting dates with the Chair
 - Ensures online and offline dates are arranged, and notice of meetings is shared with the Council at least two weeks in advance.
 - Prepares and circulates agendas in discussion with the Officers at least seven days in advance of Council meetings
 - Takes part in and takes minutes of Council meetings and circulating draft minutes to Council within 2 weeks of Council meetings.
 - As necessary, liaises with Chairs of Sub Committees of SBKA to ensure information is shared between the Council and Sub Committees.
 - Maintains the SBKA filing system, keeping agreed records up-to-date in the filing system.
 - Keeps a record of changes to the SBKA Constitution, ensuring the Constitution is updated as required.
- AGM

The SBKA AGM is rotated around each of Surrey's eight Divisions. The Divisions organise the venue, a speaker and refreshments. Venue hire costs are covered by SBKA, speaker and refreshment costs are covered by the host Division.

The Secretary's role is to:

- Ensure proper notice is given to SBKA members, following the SBKA Constitution.
 - Circulate the agenda and any papers to SBKA members in advance of the meeting, supplying a copy to the Webmaster for the SBKA Website.
 - Take minutes of the meeting, and check them with the Chair and Council before circulating to SBKA members.
- Communications
 - Respond or forwarding enquiries sent to SBKA from external organisations
 - Circulate messages from SBKA officials as required.
- Charity Commission
 - Acts as principal point of contact to the Charity Commission
 - Share correspondence from the Charity Commission with Trustees
 - Maintain and update the list of Trustees on the Charity Commission website.
 - Following approval by SBKA Council, and support from the Chair and Treasurer, complete the Charity Commission annual return by 31 July. The Annual Return includes a report (written by the Chair) and financial statements (prepared by the Treasurer).
- Banking
 - Bank signatory for SBKA expenditure
 - Approve spend with Surrey Treasurer and Chair and authorise payment.

Skills and experience

- Registered member of SBKA
- Excellent planning and written communication skills
- Strong relationship building and networking skills
- Previous experience of managing committees would be helpful
- Flexible and enthusiastic
- A collaborative worker
- Ability to work confidentially and discretely
- A beekeeper or good knowledge of beekeeping