

## Guide notes to help the National Secretary

### Telephone Calls

1. When you make a call;
  - (a) Wait until the call is taken up i.e. someone answers
  - (b) Start your conversation but immediately record in a telephone log book date, name of person calling and note the length of call in minutes so that the total is entered immediately the call is finished.  
If you fail to keep accurate records of your calls it could cost you pounds.
2. When answering a call from a member etc, always have a note pad at hand to record important information such as dates, venues, etc.
3. Sometimes an important piece of news might need relating to the President or other EC member.

### Postage Log Book

Keep a record of all letters sent plus names & addresses.

Enter the details in the postage log book, record all the postings & note what you have paid for the stamps.

Usually the letters go second class.

Occasionally, a letter containing a new members M/Card and a few past circulars will weigh heavier and need to be taken to the post office for extra stamps.

### Meetings

Try to get the Agenda & Documents for an E.C. meeting out at least one month before you call one.

Try to get Agendas and Documents for General meetings out at least three weeks before it takes place.

Try and get Area secretaries to avoid meetings on the same day.

Attend the meeting of your choice, but try and attend as many as you can.

For an AGM don't forget:-

All the relevant documents on the Agenda.

Gavel and block.

Hon Members certificates to be presented written in before hand.

### National Secretary Diary Guide notes

#### January

Book venue for E.C. & N.E.T.C meetings

Prepare documents for:-

Nominations, Annual Dinner ticket application,  
Annual General Meeting venue & provisional timetable  
Abbreviated minutes of last E.C. & N.E.T.C meetings  
Calendar of events

Obtain:-

Invite from Vice President  
Hotel list  
Letter from the President

#### January 10

##### Mail shot\*

Nomination Form for Officers (see Constitution item 6)  
Annual General Meeting venue & provisional timetable  
Annual Dinner ticket application form  
Hotel list.

Artisan to include:-

Details of AGM activity, Annual Dinner, Visit arranged by the Vice President for the AGM weekend  
Invite from Vice President  
Letter from the President.  
Abbreviated minutes of last E.C. & N.E.T.C meetings  
Calendar of events

<b>February</b>	Book floor space at P&D show Prepare documents for E.C. & N.E.T.C meetings Annual General Meeting venue & provisional timetable National Secretary report Obituaries Correspondence E.C. & N.E.T.C Agenda Full copy of previous E.C. & N.E.T.C minutes. Nomination forms received
<b>February (mid)</b>	<b>Mail shot**</b> E.C. Agenda & N.E.T.C for spring meeting
<b>March (mid)</b>	Attend EC & NETC meetings
<b>April</b>	Prepare documents for AGM Invitation to membership, Meeting venue & timetable Previous years AGM minutes National Secretary report Obituaries Correspondence AGM Agenda (agreed at EC meeting) Full copy of E.C. & N.E.T.C minutes. Ballot Paper Obtain:- Incoming Presidents address (vice President) Out going Presidents address Pen Portraits of nominees
<b>April 10</b>	<b>Mail shot*</b> Invitation to membership, Meeting venue & timetable Ballot Paper Artisan to include:- Full details of AGM activity, & Annual Dinner, Out going Presidents address Incoming Presidents address National Secretary report Pen Portraits of nominations for Vice President Abbreviated minutes of last E.C. & N.E.T.C meetings Calendar of events <b>Mail shot</b> Invite new Honorary Members to Annual Dinner as guests. Tickets & Location maps for AGM & Annual Dinner to applicants
<b>May Day weekend</b>	Attend AGM & Dinner Make sure all documents are available Ballot Papers Past Presidents Medal Gavel Honorary Membership Certificates
<b>May</b>	<b>Mail shot</b> Send letters of thanks to Sponsors of AGM & Dinner Send suggestions to New Vice President for next years AGM & Dinner
<b>June</b>	Make arrangements for President and Partner to attend SAPCT AGM & Dinner Make arrangements for President to attend PDA Luncheon at Painters Hall  Obtain letter from the President

- July 10**                    **Mail shot\***  
 Artisan to include:-  
                                  Report on AGM & Annual Dinner,  
                                  Letter from the President.  
                                  Abbreviated AGM minutes
- August**                    Make arrangements for President and Partner to attend PDA Conference weekend & Dinner  
 (Usually held in October)
- September**                Prepare documents for E.C. & N.E.T.C meetings  
                                  National Secretary report  
                                  Correspondence  
                                  Obituaries  
                                  E.C. & N.E.T.C Agenda  
                                  Full copy of previous E.C. & N.E.T.C minutes.
- September 15**            **Mail shot\*\***    E.C. Agenda & N.E.T.C for autumn meeting
- October 10**                **Mail shot\***     Artisan to include:-  
                                  Letter from the President.
- October (mid)**            Attend EC & NETC meetings
- November**                Attend P & D Show  
                                  Contact Vice President to obtain details for next years AGM & Annual Dinner

**December**

**APCT Mail Shots & letters**

\*            To all members

\*\*           To EC members