



## **ROLE OF CHARITY SECRETARY**

### **SCOTTISH HYPNOTHERAPY FOUNDATION**

The duties of the Secretary of the Scottish Hypnotherapy Foundation include, but are not limited to:

- **MEMBERSHIP ADMINISTRATION**  
Issuing of Membership certification  
Details of any discount on courses  
Details of information of upcoming courses and items of interest
- **WEBSITE ADMINISTRATION**  
Manual updates as required for new members, site access, CPD, find-a-therapist, uploading of resources, etc.
- **SHF BOARD ADMINISTRATION**  
Minutes of Board Meetings, confirmation, distribution and placement on website  
Preparation and distribution of Agenda (latest four days prior to meeting date)  
Handling of correspondence, including forwarding of relevant incoming emails to correct Trustee or Director
- **CPD CERTIFICATION**  
Issuing of CPD certificates
- **LIAISON WITH OSCR**  
Updating information on OSCR system as required  
Updating annual return to ensure continued membership
- **INSURANCE**  
Annual renewal and submission of paperwork  
Updating annual return to ensure continued membership