

Portfolio Secretary - Job Description

The role of the Portfolio Secretary is to look after the general well being of all the various Circles within the Leica Society and to represent them on the Committee. It is not necessary to get involved in their day to day running although active membership of at least one Circle is useful in understanding how they operate.

An important part of the job is the introduction of new members to a Circle of their own choosing or, if they are undecided, matching them to one best suited to the type of work they do. This requires a degree of familiarity with the workings and strengths of the individual Circles, knowledge that comes in time through communication with each Circle Secretary.

In general Circles run themselves thanks to the leadership of their Secretaries who ensure their smooth and continuous operation, however the Portfolio Sec may be called upon for help and support should the need arise for any reason.

The acquisition and annual distribution of stationery is also part of the role.