

THE EDWARD ALLEYN CLUB

JOB DESCRIPTION - (JOINT) HON. SECRETARY

Principal Roles

1. You will be a full member of the Club's Management Board; and playing a key role in the organisation of reunions and other events.
2. To arrange the annual programme of Management Board Meeting dates (usually 5), together with the Club's Annual General meeting in liaison with the Alumni Office and the members of the Management Board.
3. With the Club's Chairman and the other Joint Hon. Secretary, to prepare and circulate, by e-mail, the Agenda and supporting papers to Board members between one and two weeks in advance of a scheduled meeting.
4. To attend and fully to participate in Management Board Meetings and minute the proceedings of those meetings, highlighting follow-up points. To distribute those Minutes to Board members.

N.B. It is envisaged that each of the Joint Hon. Secretaries would be responsible for 3 meetings each year.

Other

5. If you have experience of AI, it would be helpful to explore ways in which this could be utilised to assist in the above.
6. To be a point of contact with the Alumni Office, as and when appropriate. On own initiative, suggest other means of bringing former pupils together and furthering links between Club and School.

Qualifications, competencies and experience

- Able to work on own initiative
- Strong communication skills
- Empathy with the Alleen's Community.

For further details or to apply for this position, please contact alumni@alleyns.org.uk.

Application deadline: 11 November 2025.