

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/G/5 Issue : 2 Date : 16/06/10 Page : 1 of 1
	TITLES OF SECRETARIES	Approval Authority COUNCIL

1 OBJECTIVE

To make transparent the responsibilities of individual Secretaries.

2 SCOPE

The Regulation explains the manner in which the responsibility of a Secretary can be defined.

3 TERMINOLOGY

- 3.1 The Bye-laws require that there shall be two or more Secretaries, one of whom shall be the Secretary, Foreign and External Affairs.
- 3.2 The duties of each of the other Secretaries to Council may be defined, with the minuted authority of Council, by adding the area of responsibility to the title in brackets, e.g. Secretary (Professional Matters).
- 3.3 A member of staff who acts in a clerical capacity in relation to a Society function may be designated Administrative (insert function) Secretary, e.g. Administrative Fellowship Secretary.