**Honorary Secretary.**

* To assist the Society’s Administrator in their duties as appropriate.
* To maintain regular contact with the Administrator and the other Executive officers to deal with issues as they arise throughout the year.
* To attend the three Executive meetings per year. These are usually in Spring Term (March/April at Social History Society Annual Conference, where the meeting is now usually held during lunch on the first day of the conference); Summer Term (June/July) and Autumn Term (October/November). The Executive meetings usually move around different regions of the country. The travel costs of the Executive officers are covered by the Society (and can be reclaimed via the Secretary and the Treasurer). Meetings are chaired by the current Chair of the Society.
* To work with the Administrator on an Agenda for the Executive meetings, and to check, with the other Officers of the Society, the Minutes of the last meeting before they are circulated to the Executive.
* To attend the AGM of the Society, held at the Annual Conference, and to prepare and present a Secretary’s Report, covering any important developments during the past year.
* To assess applications to the Social History Society’s Conference Support Grant Scheme. There are two deadlines for this per year (1 February and 1 October). We can award 3-4 grants of up to £200 per annum. Grants are applied to via the Conference Support Grant form on the Social History Society website. The Executive officers of the Society assess applications and inform the Administrator of their decisions. The secretary then sends applicants emails confirming their success or failure, and, if successful, the Terms of Acceptance.
* To assist the Conference convenor, the local organiser and the strand organisers, as appropriate, in the planning and running of the Annual Conference.
* To attend, with the Chair of the Society, if possible, the Annual meeting of the Historical Societies with RCUK. This is usually held in December in London, and is co-ordinated by the Economic History Society. To provide a brief written report of the meeting to the Executive at the following Executive meeting. If it’s not possible for the Honorary Secretary and/or the Chair to attend, delegates should be sought from the Executive members.