
Claire May

AMPS Executive Assistant Job Description

1st June 2012

The role will commence on 1st June 2012 and be considered as probationary until ratified by Committee at the first Committee meeting after October 2012 Annual General Meeting. The role is to assist the AMPS Committee, including:

- 1. Organising the monthly committee meetings, including circulating the agenda and supporting paperwork in advance and following up on action points on a regular basis. This will involve liaising with the sponsor of the meeting rooms (currently AXA) where necessary – particularly with regards attendance numbers, date changes and other alterations.*
- 2. Attending the monthly committee meetings to take minutes (meetings usually in London, although the July and August 2012 meetings may be near Birmingham), and circulating the minutes for approval in advance of the next committee meeting, making note of any alterations required.*
- 3. Organising, attending and taking minutes for the Annual General Meeting (meetings are normally but not exclusively held in London).*
- 4. Organising and coordinating other meetings that the committee (and sub committees) are involved in, such as with HMRC, FSA, etc. (attendance not normally required at these meetings unless agreed in advance).*
- 5. Organising and coordinating other meetings, such as adhoc roundtables, required by the AMPS chairman, and ensuring best value facilities by liaising with appropriate AMPS membership.*
- 6. Maintain and demonstrate an hourly timesheet for discussion if required at monthly committee meetings.*
- 7. Collating articles from AMPS committee members (and possibly others) for the monthly AMPS newsletter and arranging its distribution via website.*
- 8. Assist the Membership Secretary with the annual renewal process*

(around April each year).

9. *Assistance with the website as required by the website subcommittee, which may include liaison with AMPS members as potential sponsors.*
10. *Collation of ad hoc member surveys as requested from time to time.*
11. *Other miscellaneous tasks including liaising with Henry Stewart regarding promotion of AMPS discount.*

Reward:

The role will commence on an hourly rate of £35 per hour plus expenses (such as travel, mobile phone usage etc) on a self-employed basis. A monthly retainer assuming 20 hours will be paid in advance, amounting to £700 per month, for the duration of the contract. All unused hours, paid but not worked, will be carried forward to the following month. Any work requested by any committee member that will involve working in excess of 20 hours will require agreement from an officer of the committee (Chairman, Hon Sec, Treasurer or Membership Sec).

Other activities:

Conference organisation will be considered a separate activity to this role, and remuneration will be agreed as currently, and will be settled from the income received from the event.

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