



Association of Universal Healers and Spiritualists

Charity Number 1014604



National Secretaries Procedure List ON-Line (A5) Colour Version

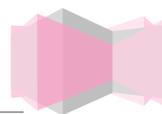


Created by Catherine Greenup 2013

This version is for AUHS on-line only

**Copyright "The Association of Universal Healers and
Spiritualists" © 2002**

1



National Secretary Procedure List



Contents

<u>Page</u>	<u>Description</u>	<u>Page</u>	<u>Description</u>
2	Contents	20	June Distribution of Minutes
3	Contents	21	September Distribution of Minutes
4	Working Agreement	21	November Distribution of Minutes
5	Short List of Duties	22	AGM Minutes and Agendas
6	A little confidence building introduction	24	Jobs to perform, Room Bookings,
11	National Secretaries Responsibilities	24	Ensure everyone uses up-to-date documents & Forms
11	What are my right as a Volunteer	25	Prepare for Ordination Ceremony
12	Who am I answerable to	27	Things you notice need changes
14	Are there any reasons I might have to leave	27	Reassuring members and Executives
15	Disciplinary Meetings, Constitution & Criteria	28	Team Work
15	Disciplinary Procedures	28	The Learning Curve
16	Rules to follow	29	Equal Opportunity
17	Other reference Books	29	Keeping your Expenses Low
17	Members Welcome Book	30	Keeping Records
18	Ordained Ministers Handbook	31	Naming your files to organise and retrieve them
18	Development of Mediumship Book	31	Handing over to new National Secretary
19	Application Forms, fliers, tickets, posters	32	Handing over Equipment
19	AUHS Minutes	32	Where do I get my work from?
20	March Distribution of Minutes		

National Secretary Procedure List

Volunteers Working Contract and Agreement

Association of Universal, Healers and Spiritualists
Charity No: 1014604
99 Wealcroft, Leam Lane, Gateshead, NE10 8LN
Telephone: 0191 442 2109
Affiliated to British Alliance of Healing Associations

Declaration of acceptance and willingness to act as an unpaid trustee of the Universal Spiritualist Association.

I, the undersigned agree to join Executive Committee of the Association of Universal Healers & Spiritualists for the coming year. I understand that this entails being an unpaid Trustee of the Universal Spiritualist Association and I agree to abide by all the regulations and responsibilities of trusteeship as set out by the Charity Commission and the constitution of the Universal Spiritualist Association.

I understand that if I wish to resign as trustee I must do so in writing and that this can only be accepted if it is in line with the rules related to Trustees as laid out in the Constitution of the Universal Spiritualist Association .

Name

Position on Executive

Date of birth.....

SignedDated



The document opposite must be signed and dated indicating that you agree to stand on the Executive and carry out your responsibilities as set down within the rest of this book on behalf of AUHS and members.

This booklet has the training information and vital references tips and tools which you will refer to very often during your work. You should also be given a copy of the members welcome Book with our constitution rules and guidelines.



Shortlist of duties (Some for your Calendar)

1. As and when - Secretarial support Executives only
2. As and when - Up-dating of all AUHS Documents
3. When needed – Printing, binding Documents
4. When needed – Distribute Documents to new members and Executives
5. Prior to AGM in September – Agree ten year Certificates with membership Secretary for President
6. March-June-September-November - Room Bookings *Executive* meetings only
7. Throughout the year - Support the President for organisation of AGM (but you only book the venue)
8. For meetings - Provide flyers, booklets, application forms, badges
9. As No. 5 above - *Taking Minutes if no Minute Taker
10. As No. 5 above - *Typing up printing distribution of Minutes if not Minute Taker
11. As No. 5 above - *Agendas for meeting if no Minute Taker
12. When needed - Liaison for all members
13. When needed - Keeping Executives informed
14. When needed – Keep website Manager informed
15. When needed - Keep Newsletter Editor informed
16. When needed - Sale of AUHS Badges.
17. When needed - Like all other Executives you must be prepared to offer temporary cover to other Executives if they are ill or if the position is vacant.

Hours of work

There are no set hours. You work in your own time and pace choosing how many hours a day or week you want or need to devote to AUHS. Your busiest times will be before and after an AUHS meeting.

5





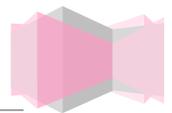
A Little Confidence Building Introduction



AUHS are always looking for willing volunteers from our ranks to take on Executive duties because it's not fair to take it for granted that members will shoulder too much for too long. Some Executives enjoy their duties so much they remain for many years all the time gaining more and more valuable experience which is always paid back into our healing and developing groups making us stronger.



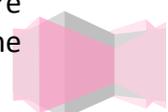
In fact quite successfully members with life limiting or life threatening illnesses have found the Executive an inspiring place. So whether fit or disabled we will not discriminate. AUHS can still operate reasonably well with some vacant places. However, if you want an effective AUHS, there is one certain fact there must be enough Executives on the committee to offer a quorum allowing votes to take place following proposals or nothing can move forward. With too few Executives on the Committee AUHS would be at risk.





Now you have signed on the dotted line you might feel exhilarated and want to get started organising your own special way of managing your new position, of course the sooner the better, but by the same token, “gu màirnealach” which means “slowly” in the Gaelic language. My first advice to you is read carefully through this booklet and mark on your calendar where the set yearly duties fall in. There aren’t many of these but that done the rest of your work will become instantly clearer and the advice in this booklet will fall easily into place.

Although Executive can be busy, in fact you will quickly find that you are not quite as busy as you thought. You will be trusted to carry out duties in your own time in your own way and in keeping with your own life-style without anyone looking over your shoulder. So in effect you can put as much or *almost* as little effort into your duties as you see fit so long as they are satisfactorily completed within reasonable time and reported to other Executives during an Executive meeting as appropriate. Because AUHS Executive manage ourselves within the team, it’s extremely important to keep everyone informed of what you are doing or intend to do and through the minutes keep the



National Secretary Procedure List



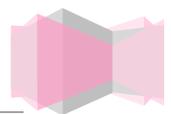
members informed of any changes and new issues and happy events.



ou should never feel overwhelmed by the work load or by anything else to do with your duties because AUHS just isn't that busy or demanding.



t is happily part of your remit to suggest changes to procedures and to design better booklets and manuals making them more inviting and less expensive to produce if you wish. For example this is an on-line version of the National Secretaries Procedures which has been changed into PDF format for use on our website. It can be printed out or simply read directly from the website but it costs AUHS nothing to produce. AUHS Executive love that word "nothing" when expenses are involved. So we do use our website extensively to share these booklets. If they need to be printed out they must be in black and white and photocopied only which looks rather more boring but is affordable for AUHS to provide if members don't have a computer or it is their first years membership manual. This is quite an exciting part of your work for AUHS especially if you enjoy writing and design. The challenge is to make universally boring rules and regulations exciting inviting and easy to read and understand.



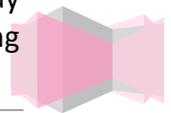


Just contact one of the team for support and or advise and bring examples of your ideas to an Executive meeting to explain your reasons providing clear solutions and arguments for or against.

Experiencing a time on the Executive can be a real pleasure and a learning curve which as a valuable side-effect would be positively looked upon by any prospective employer. So the duties and procedures you devise create and design in your position could also turn into waged employment if you added them to your CV.

In any event any employer likes to know their applicants have been doing something positive and productive with their time, even if they have been unemployed retired or on long term sick an employer might well be looking for someone with the same skills you have actively learned as a Volunteer and used as National Secretary.

Be proud of your efforts because you have now become a valuable highly motivated and already engaged and trained commodity for business displaying



National Secretary Procedure List



such sought after skills as “People Management”, “PA (Person Assistant)”, “Executive Secretary”, “Events Organiser”, “Bookings”, “Writer and designer”, “Mentor and advisor to disabled and able bodied alike”, you can organise and manage so many different facets of work life probably even without knowing you are doing it.

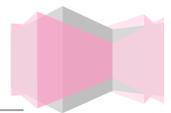


mployers like to know you have the confidence maturity and common sense to work without direction and AUHS Executive like all Charities offer members the unassuming opportunity to quietly learn and use these skills in a safer well supported environment which is not so daunting as paid employment but nevertheless offers the same learning skills which can be viewed by younger members as a stepping stone to getting inside the door of their chosen profession.



o, not putting too fine a point on it, AUHS actually provides potentially a great deal more than courses and insurance for the Spiritual Faith and our Affiliated churches. Providing a way to get involved with like-minded people and work for spirit together with a way to prove personal skills on a CV to climb out of the worries stresses and strains of unemployment.

10





National Secretaries

Responsibilities

As a Volunteer what are my rights?

There isn't a great deal of difference between paid employment and an unpaid Volunteer. In fact by law you are now entitled to all the same benefits and securities as a full-time paid employee. You are entitled to training (as you read this document you are being trained, but you will be receive support for the previous National Secretary also), a written employment contract which you already have agreed to within this document, holidays, sick leave, protection from discrimination, etc., etc., really the only thing you won't get is a wage.

Because the act of signing up as a Volunteer for AUHS means you have already agreed not to receive a wage. You are also entitled to receive expenses for any agreed work you do for AUHS that is receipted. You will also receive travelling expenses but not accommodation expenses.

Follow these notes and you won't go far wrong. There is a great deal to learn in the beginning and a lot to think about, members will rely upon you to tell them the rules, if you study AUHS manuals you will find all you need to know has already been sourced and is already too hand.





Who am I answerable to?

Naturally even if you are only a Volunteer you have to accept that there must be some form of hierarchical control that gives our members in the wider circle of things a sense of continuity and confidence. In the case of AUHS the head of our organisation is of course the President and he or she has the final word to settle any argument during a vote within any AUHS meeting formal or informal. The President is always the “Chair” of the meeting, if the Present can’t attend then the longest serving Vice President on the Executive will Chair so if you want to address the meeting you should “address the chair” first which might sound rather old fashioned, but this is the officially accepted conduct during meetings big or small right across the world even today. This is partly out of respect not just tradition, but it is also because the “Chair’s” place is to keep control of each meeting, to ensure it flows fairly and all present have the opportunity to have their say equally without any great anger or unrest. A good “Chair” will be someone who will be listened to and whose presence will command a

Ignorance is not a defence or protection in a court of law. If you say “I didn’t know that.” They will say, “You should have looked it up” Especially if the answer was already written within AUHS Manuals.





sense of attention and calm from all present. So the President is probably the first person to approach for advice as part of your preparations prior to any meeting before you decide to propose anything during the meeting in the ideal world your President should have been fully prepared as the President must be kept fully aware of what is going on within the Organisation inside and outside of the Executive in order that he/she can help the Executive work together on behalf of AUHS and make the right decisions.

Part of your job as National Secretary is providing other Executives with information you feel is relevant and you should also be a little pushy to gently remind Executives that they have duties to complete to keep business moving forward between meetings.

It's not wise to bring things out of the blue which might undermine your President's authority during a meeting and the President needs to know you are loyal to the collective not working against the grain being abrasive so to speak. The President can't pass any resolution on his/her own. In fact all Executives can ask you questions about your actions and vote upon whether or not you can carry out your ideas and wishes during an Executive meeting or the AGM. Sometimes you will win and sometimes you won't. But either way the casting vote will always remain in hands of the "Chair" at that meeting. It is the loyalty and give and take input of every Executive that makes its administration strong and





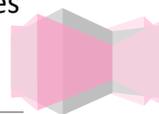
effective. So the President is your first Mentor or Manager.

In the second place you are answerable to all AUHS members because by law they have the power to vote their Executives in or out of Executive positions during an AGM each year. Executive tenure is only for one year unless voted in again during an AGM. So never forget you are answerable to members who to remain confident in you and who might ask you awkward questions during the AGM which you should be enabled to answer or take on board to answer at a later date.

Last but not least of which of course is British Law. Naturally so long as you don't intend to knowingly perpetrate a fraudulent act against AUHS our members or the general public you will be fine. So long as you have studied AUHS rules and guidelines and you remain within them you will not go far wrong.

Are there any other reasons why I would have to leave an Executive Position?

Well the short answer is yes. As with all Executives we can be voted in or out at the AGM – we can also be got rid of if a vote of no confidence is brought against us, but the circumstances that lead to such a vote would have played out probably over many months of unrest arguments and unhappy discussions during meetings and would have to be agreed with all other Executives before any tenure could be ended.





Disciplinary meetings

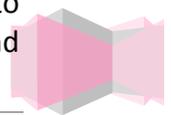
AUHS does have disciplinary procedures in place and it's most likely that Executives would go down that route first, the vote of no confidence is a safeguard put in place so that unsuitable, damaging and unpopular members who have lost the trust of AUHS can have their memberships suspended or terminated protecting AUHS from future harm. No such action would ever be taken without substantial evidence of harm done. That is one uncomfortable aspect of working on any committee, as an Executive you need the confidence to stand up to such situations; members would expect you to face the problem head-on on their behalf and sort out the unpleasantness'. Thankfully these occasions are few and far between.

Constitution and Criteria of post

You would also have to resign if you were to contravene any part of AUHS constitution and the criteria for your post. I know it all must sound very frightening, but actually most of our job is simply common sense and we rarely encounter any serious problems. If you should, you will always have the full support of the Executive as no one of us is allowed to take action on our own without seeking advice and support from all other Executives. That is in effect your protection.

Disciplinary Procedure

Any disciplinary procedure against any member must first be referred to the Executive during an Executive meeting and the complainant must be enabled to provide evidence of their accusations. Hearsay and

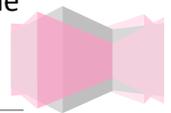




gossip is not evidence there must be witnesses and interviews carried out if necessary. Both sides have the equal opportunity to have their say, the outcome of which ultimately lies in the hand of Executives of course.

Rules to follow

1. You must be a full time resident within the UK.
2. You must agree to attend at least two out of the four Executive meetings per year which will be held in different parts of the country.
3. Together with at least two Executive meetings you must further agree to attend the once yearly AGM.
4. You will act as Secretary only for the Executives of AUHS.
5. You must never divulge any confidential information dealing with AUHS or its members to either inside outside parties.
6. You must never act under your own volition without the full support or majority vote of the Executives.
7. Extremely important in British Law is the legal saying that, "Ignorance is no defence". They will never take your argument that you didn't know as an excuse. It will be understood that if you didn't know you should been told or you should have sought out the information yourself. So if you are unsure, don't take anything at face value





search for yourself and then share the findings with Executives first and members if need be.

Reference Material

AUHS Welcome Books

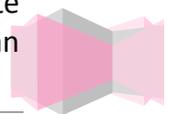
These will be the important reference books from which you can answer most questions asked by our members. You can also gain a lot of help from the Charity Commission website <http://www.charity-commission.gov.uk/> Any documents not created by AUHS Executives cannot be copied or held in any other form as they are copyrighted to other organisations such as BAHA or BALENS. AUHS documents must be kept up-to-date but you can't alter them without the permission of Executives so you must take your ideas and examples to an Executive meeting for appraisal before making any changes which will go out to members.

Books to read

1. Members Welcome Book –This book will become very important to you and you will get to know it inside out over time. As National Secretary it's your job to keep all AUHS documentation up-to-date and to ensure all Executives have current copies.

This is how to distribute the Members Welcome Book:-

- a) Ensure the website administrator has an up-to-date PDF copy to up-load to AUHS website where all members including Executives can





source information from it if and when needed.

- b) “Healer Representative” needs current copies because he/she must post them out along with training manuals for healers to new members.
 - c) You will be expected to post a copy to any new “Ordinary Members” and new “Affiliates” the Membership Secretary should tell you who to send these too when they join.
 - d) In fact you will send a copy to anyone who requests one or pays for one. Replacement Manuals carry a charge to cover postage, printing, binding and copying. New members get them free.
2. Ordained Ministers Handbook – It is your responsibility to maintain copy and bind this handbook and to have a copy ready to handover at an Ordination. These books cost me around £4.00 to have printed excl. VAT. And as a replacement Minister would pay £6.00 a copy as you have to include postage and packing costs.
 3. Development of Mediumship – This book was written by Rev Glenys Clarke and it’s your responsibility to have them copied and bound and sent to her when she needs them. You might also be asked to add or change some of the contents of the booklet.

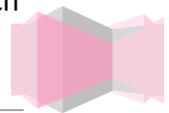




4. Application Forms – Occasionally prices change and it is part of your responsibility to ensure everyone has an up-to-date copy of the current application forms. Old forms should be securely destroyed. Confusion is sometimes caused when forms with old prices are still used.
5. Fliers, tickets, posters – Any of this type of documentation is created by you, copied and distributed to the relevant members by yourself at the request of the Executives. The nice thing is you get to play around and design them yourself. But of course you must show them to Executives before using them and any prices must be agreed before being levied. I have always found it safer to ensure your ideas and changes are entered into the minutes.

AUHS Minutes

It is likely that you will be asked to book the rooms for the Executive Meetings, although if the meeting is to be held away from Gateshead the President normally does this for you but please check and be sure. Probably the biggest job is the Minutes. These you have to take down if AUHS doesn't have a Minute Taker and generally speaking we don't. There are four sets of Executive Minutes and one AGM. You will also be expected to take down the Healers, Healer Leaders and Ministers minutes during our once yearly AWC. These are distributed in different ways according to what they are and which





meeting it is as follows:- (If members have e-mail addresses don't post them e-mail them is the rule)

- a. Executive meetings are held in March, June, September and November of every year unless they have to be cancelled due one circumstance or another, for example weather or not enough Executives in attendance to facilitate a quorum. You will also be expected of course to prepare and distribute the Agenda's before each meeting.

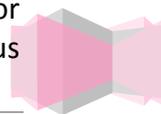
- i. March Distribution

Post one copy of Executive minutes to the following:-

- Executives
- Healer Leaders
- Church/Group Presidents
- Self & Ordinary (members without a Healer Leader)

- ii. June Distribution

This is the only time when you will send the minutes out to ALL AUHS members. As by law we must inform all members when their AGM is being held and where. We must also by law include the "Nominations" and invite members to be nominated or nominate themselves for various





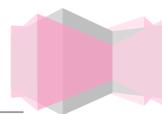
jobs. It is helpful to include a copy of the itinerary within the minutes if you have a copy ready and to include a list of hotels in near vicinity to the venue for members to book if they want to attend.

iii. September Distribution

- Ministers minutes go to Ministers only
- Healer Leaders/ Healer Minutes are posted to Healer Leaders
- Healer minutes go to “Self” members only if they are Healers
- AGM minutes are posted to Healer Leaders, Executive, Self, Church/group Presidents and Ordinary members.
- November Minutes Distribution

Post one copy of Executive minutes to the following:-

- Executives
- Healer Leaders
- Church/Group Presidents

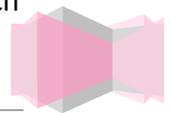




- Self & Ordinary
(members without a Healer Leader)
- b. The AGM is a very hectic special occasion and as you might imagine preparation of the Agenda's and taking down of the minutes for each separate meeting can be confusing. Here is what you will need to prepare and have ready to hand round during and before the AGM.
- ✓ Signature Sheets
 - ✓ Previous minutes (in the case of the AGM, last year's AGM minutes)
 - ✓ Current Agenda

If there were any issues from the previous minutes which needed to be addressed you can use these to help you create your Agenda's. But if there wasn't anything specific we have some preformed Agenda's available already set out for each membership type which saves quite a bit of work. For the AWC I generally have the following numbers printed out for members to read from.

1. Healers/Healer Leaders Meeting (use last year's minutes) 50 copies
2. Same number of Agenda's for each membership type listed here

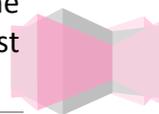




3. AGM (use last year's minutes) 50 copies
4. Ministers Meeting (last year's minutes) you only need 10 copies
5. Executive Minutes (use the last Executive meeting attended not last years) you only need about 10 copies

For all the minutes during the AWC you also need a "Signature Form" this is handed round to those present within the room and will be used by yourself to enter their names into the "Present" section of your minutes. It can cause a bit of trouble if you miss anyone out as they feel offended, people like their name in print but if they took the extra effort and expense to come the AWC their effort should be recognised. If you do and your attention is drawn to the fact by a member you can add a correction note into the next minutes as an apology for the oversight. A bit difficult to do because of course you have to try to remember who was missed out during the previous year's AGM and which meeting they were in at the time. You can add the oversight in the next nearest Executive minutes in case you forget.

The last thing to remember is that once you have finished with the current minutes they must be archived in the relevant folder and within the archive files which hold all AUHS minutes almost



National Secretary Procedure List



as far back as 1992 when we were established. These can be printed out and sold in volumes to members if they want one. These are important documents because they form the written history of AUHS and must not be lost.

Jobs to perform

National Secretary's position is a widely varied job. You will often act as liaison between Executives and members over various issues. So you must always be up-to-date with current rules and guidelines within and sometimes outside of AUHS. If you are ever unsure, you must be fully prepared to research the information needed before making an attempt to reply. It is always extremely important never to seek to mislead members or do so inadvertently.

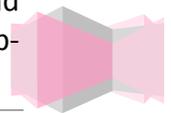
Room Bookings

1. Booking rooms for Executive Meetings only. (You do not organise the AGM this is for the President or the Committee of whichever AUHS Affiliated church or group has agreed to hold it that year.)
2. Executives will agree upon ticket prices for venues. You will then be expected to make the tickets and print them out yourself.

24

Booklets and other documents

It is your responsibility to ensure Executives and Affiliated Churches Groups and Healer Leaders use up-



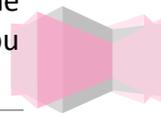


to-date application forms and read from up-to-date welcome books etc., to keep AUHS books up-to-date and to distribute them as required to members and Executives. The Healer Representative's job is to keep the Members Welcome Book up-to-date as these are sent out with new Probationer Training Packs, but you must ensure that Healer Representative has been informed or reminded to make the necessary changes within this manual. You must also of course remind the website administrator to make necessary changes. It's not practical or affordable for AUHS to consistently give everyone up-to-date copies when changes are made, so AUHS offer up-dated manuals through your-self at a low cost if they want one. Naturally of course they should always be enabled to view and print out up-dated-copies directly from the website free of charge.

Preparation for an Ordination Ceremony

You probably won't be reminded by President or other Executives to have these ready for the day and we don't actually have very many ordinations, in fact I have only witnessed two since being National Secretary and we still only have six Ministers currently – however I'd be remiss if I didn't tell you the following:-

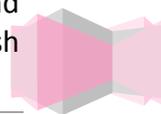
1. **You must have** at least one copy of the "Ordination Oath" which will be read out by the member being Ordained as part of his/her ordination ceremony, a copy of this is in a file sent to you as part of the hand-over. If you





haven't got a copy on the day and no one else thought to bring a copy to the ordination it will cause a great deal of embarrassment for all.

2. **You must ensure an Ordination Certification has been created** Person being Ordained needs this to prove they are now legally Ordained Minister with AUHS they can use copies of this certificate for example to have "Rev" before their name on credit cards etc.
3. **You also need at least one copy** of the "Ministers Hand-Book" to hand out to the newly Ordained Minister. He/she will need this to organise any services they are expected or invited to carry out during their Ministry within AUHS. This hand-book is also vital as it holds information about the law on various religious subjects across the UK (for example Scottish law is slightly different from UK law). The Hand-book is given out free upon Ordination but will incur a fee if it needs to be replaced by the Minister at a later date (fee according to what it costs you to have printed and postage and packing). Naturally the newly Ordained Minister can purchase their own Order of Service books from Religious book stores if they wish. But The Minister hand-book is an important starting point to give confidence that they know where to look for advice.
4. **You must inform person being ordained** – Of the colours of AUHS Cassock (Black), Shirt (Grey) and Surplice (white). AUHS also have our own sash





worn over the white Surplice which is made by an AUHS member (used to be made by a member on Isle of Man). And it is a good courtesy gesture to also give the person a number of UK companies they can buy them from (easily found on the internet). As they will be at a loss and in need of guidance initially.

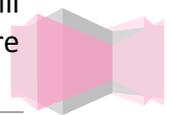
Things you come across through experience over time
Other sundry but no less important issues

As National Secretary it is often left up-to-you to notice if something is wrong within AUHS which needs to be addressed. Such as the refining of rules and regulations which are part of AUHS doctrine to make them clearer to understand and make subjects easier to find for members and those enquiring about membership with AUHS or the necessity to add new ones to keep pace with changing practise and UK BAHA laws (But remember AUHS Constitution is the only document which can't ever be changed without discussions with the Charity Commission first).

You may need to prompt Executives to remind us to prepare and undertake certain duties which you feel may have been overlooked.

Reassurance of members & Executives

Basically National Secretaries Job is very much keeping one eye and ear open listening to the needs and worries and woes of members and then trying to put any ill advised gossip to rest within churches/groups which are





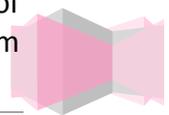
inaccurate or harmful to AUHS and our members. Always using documentation already written down within AUHS manuals to prove that what you say is correct. It is always best to bring such worries for discussion at an Executive meeting to gain support in whatever action you would like to take to set a problem right as in fact one or other of our Executives may be enabled to help better than you could. Always share information you have with Executives and never try to take action on your own because then it will be done without support and should something untoward occur because of your actions you will be held solely responsible for any harm done.

Team Working

Remember a team works together and there is strength in togetherness and if AUHS at any level strives to have one voice with a listening ear to the whole then AUHS will be around for a very long time.

Learning Curve

It is often said that the teacher is taught by his pupils and you will quickly find this is very true. Whilst our members are not always right and in their haste to get their own views across they are sometimes angry and upset you must always try to remain level headed and calm in uncomfortable situations so good communication skills and people management skills are vital. Always try to be respectful in the first place and then gently guide when you know you are right rather than force your own ideas upon them. Give evidence of why AUHS works well the way it does and calm





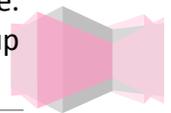
situations using truth and endless patience. Any Executive position is a very steep learning curve which is personally often mentally and physically challenging. Surprising in its ability to impart a sense of happiness in yourself, because you have been useful and have seen someone else smile out of your efforts when their life opens out into a new world of friendship guided with gentle hands self evident of Spiritualists healing ways. Then you know you did something right and can sleep soundly in confidence that you are on the right path.

Equal Opportunity

Another very important point which AUHS firmly believe in, we never judge by culture, belief or colour, ability or disability and it is AUHS policy to try to make it possible to most incomes to enrol upon our courses and become members of AUHS. Naturally; in some circumstances members must already have certain skills to bring to AUHS to do their work effectively. In this day and age, that task gets harder and harder as materialistic prices rise and rise.

Keeping expenses Low

In administering your duties you must try to keep your expenses as low as possible because remember these have a very real impact upon AUHS income and we only survive because of our membership fees. AUHS is a none profit making Charity, but we must keep our funds healthy to continue our work and now that you are an Executive you must always strive to find cheaper quality ways to achieve everything we have spoken of above. Sometimes expenses are high and we can't recoup



National Secretary Procedure List

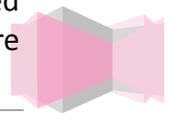


everything, for example Hotel fees or the full costs of travel to and from meetings which run into the hundreds of pounds. Financial pressure can be a serious limiting factor for Executives. But where we can, we care share or share the price of taxis which in many cases can be cheaper and far more convenient than relying upon public transport. It may be if we can help AUHS to grow, AUHS might be able to help its Volunteers in the future, but until that time you just have to accept the burden. Another valuable side effect is that we also often make our meetings a short break, so that we have the added opportunity to visit places we wouldn't otherwise even think of visiting, in doing so we make the meetings more enjoyable and worthwhile.

Well, I think that is all I can think of for the moment to help with the work of National Secretary for AUHS. Naturally this procedure is a fluid thing, it's not written in stone and will change gradually along with AUHS. Everyone makes the job their own although some things will always have to be carried out in one way or another because that's how it works best.

Keeping records

I tend not to keep paper records – I scan documents into my memory stick where they can be printed out and retrieved when needed. This saves the building up of a paper mountain, which is costly to manage for AUHS and for you to store and pass on to the next new National Secretary. As a rule, data protected information need only be kept for seven years before





being securely destroyed. If you store your files in memory stick and keep your folder well organised there are no problems that I can see.

File name ideas

Generally I file names in folders in alphabetical order using surname first so my name for example would be “Greenup Catherine” or “AUHS Ministers”, “AUHS Courses”. That way the computer easily sorts and finds them. I keep folders for each year for example the main folder for this year would be marked “2012” within which all the other folders filed under years, such as Minutes and Agendas. Legally these MUST be kept on file and archived and made available for anyone one wishing to view them unless they are data protected. You can levy a small charge for providing them, for administration, postage, packing for example. I also make it my bible to always have backup copies, because if you only have one copy and it suddenly disappears, WHAT DO YOU DO THEN?

Handing over to a new National Secretary

Procedure is left very much up to your own discretion. It is important that the new Secretary has access to members private details for posting purposes and that this file is kept up-to-date because other Executives may want to you to tell them if they can’t get hold of the Membership Secretary. If your records are incorrect you can’t efficiently or accurately send out your minutes etc. or do your job properly. Naturally this information is data protected and must be handled carefully. Once



National Secretary Procedure List



you have handed over your job, YOU must securely destroy all your files which you hold no matter in what form. When you have resigned and you have passed them on as appropriate you won't need them anymore.

Information such as letters and minor correspondences so long as they are in a file can be passed on also.

I passed on everything I had because it's amazing what files prove their weight in gold. Before handing over ensure all your files are as up-to-date as possible. And as in order as possible so that they can be easily found.

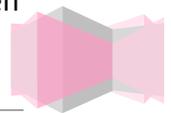
Handing over Stationary and Equipment

If you have any equipment or stationary purchased through expenses these still belong to AUHS and you must hand them on to the New National Secretary.

It's your choice if you want to give support to the New National Secretary until they find their feet, but so long as you also hand over a job description and they follow it closely there shouldn't be any major problems.

Where do I get my work from

The job really isn't difficult and there is generally only anything to do just before and immediately after meetings. Unless you want to put extra time into AUHS you will find it is quite laid back and rarely hectic and although you have read this procedure, you will also find after a very short time you won't need to refer to it at all. The jobs take on their own life and vitality driven almost entirely by you, created by our members needs.



National Secretary Procedure List



Add your own notes

OK, all you need to do now is add your own experiences and valuable notes to this document over time. You have free reign to do just that, to make the job your very own and fill in the almost empty contents page at the very beginning of this manual or create an entirely new layout for your National Secretaries Procedure List. The main thing is, you set it all down so that the new volunteer can pick up where you left off without very much disruption to AUHS.

