

Liberian Business Alliance: General Secretary role description

Liberian Business Alliance Overview

The Liberian Business Alliance is an association for Liberian business owners and professionals based in the United Kingdom and Ireland. The Liberian Alliance is dedicated to establishing a network of Liberian business owners and professionals in the United Kingdom and Ireland who are committed to the economic empowerment of Liberians in the UK&I and Liberia.

Our motto is forward together. We believe our goals will be achieved through collaboration and alliances. We are a non-partisan social enterprise consisting of Liberians who want to move our country forward.

Role Description:

The General Secretary will form part of the leadership team working very closely with the Founder and President of the Liberian Business Alliance. The General Secretary's main responsibilities are:

1. Ensuring meetings are effectively organised and minute. Liaising with the Chair to plan meetings

- Circulating agendas and reports
- Taking minutes
- Circulating approved minutes
- Checking that agreed actions are carried out.

2. Maintaining effective records and administration

- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities
- Keeping a diary of future activities
- Monitoring the Liberian Business Alliance inbox, responding to any questions and forwarding queries to the appropriate leadership team member

3. Communication and correspondence

- Responding to all committee correspondence
- Filing all committee correspondence received and copies of replies sent
- Working with the Head of Marketing, Communications and PR to prepare a report of the organisation's activities for the year, for the Annual General Meeting.

Time Commitment: 2 -3 hours per month

All leadership roles in the Liberian Business Alliance are unpaid and voluntary.