

As enacted by the Committee of 2024/25.

The King's College London Welsh Society

ADMINISTRATIVE POLICY

Ratified on 25th July 2024.

Introduction

The administrative policy of the King's College London Welsh Society is established to ensure proper administration within the Society. This policy provides a detailed framework for administration and data management. Adherence to these regulations is mandatory for all officers and members involved in administrative activities.

Section 1: Maintenance of Records

1. General Responsibilities

1. The Administrative Officer is responsible for maintaining comprehensive records of the Society's policies, documents, and all necessary information.
2. This includes, but is not limited to membership data, meeting minutes, and financial records.

2. Policy and Document Management

1. All policies, amendments, and updates must be documented and stored in an accessible format.
2. Each policy should be reviewed annually to ensure it remains relevant and effective.
3. Access to sensitive documents should be restricted to authorized committee members only.

3. Financial Record Keeping

1. The Administrative Officer, in collaboration with the Treasurer, must ensure that all financial records are

accurate, up-to-date, and reflect all transactions and financial activities of the Society.

Section 2: Membership Management

1. Membership Database

1. The Administrative Officer is tasked with maintaining an accurate and comprehensive membership list.
2. This list should include the following information for each member: full name, contact information, student or staff ID number, membership status (Full, Associate, or External) and membership duration.

1. Membership Registration and Renewal

1. Implement a process for new members to join the Society.
2. Send out reminders for membership renewal well in advance of expiration dates.
3. Ensure all membership information is handled in compliance with data protection regulations. Members should be have the option to opt out of non-essential communications.

Section 3: Website Management

1. Website Content

1. Ensure that the website contains the most current information about the Society's events, policies, and news.
2. Regularly update the website to reflect any changes.
3. The website should be easy to navigate and accessible to all members and interested parties.

Section 4: Meeting Preparation and Documentation

1. Meeting Preparation

1. Work with the President and other officers to schedule meetings at times convenient for most members.
2. Ensure that meeting dates and times are communicated well in advance.
3. Prepare and distribute a detailed agenda prior to each meeting. The agenda should include all topics to be discussed, any necessary background information, and a list of attendees.
4. Ensure that all necessary materials, such as reports, proposals, and previous meeting minutes, are prepared and distributed to attendees in advance.

2. Minute Taking

1. Take detailed and accurate minutes during meetings.
2. Minutes should include the date, time, and location of the meeting, a list of attendees, and a summary of discussions and decisions made.
3. Distribute the minutes to all relevant parties promptly after the meeting.
4. Minutes should be approved by the Executive Committee at the next meeting.
5. Maintain an organized archive of all meeting minutes. This archive should be accessible to members and serve as a historical record of the Society's activities and decisions.

Section 5: Correspondence Management

1. Internal Communication

1. Facilitate regular communication between the Society's members. This includes sending out newsletters, event reminders, or updates on Society activities.
2. Ensure effective communication within the Executive Committee.
3. Regularly update committee members on relevant issues and ensure all necessary information is shared.

2. External Communication

1. Manage correspondence between the Society and university administration. This includes submitting necessary documentation, reports, and event proposals.
2. Coordinate communication with external organizations, sponsors, and other student societies.
3. Ensure that all external correspondence is professional and reflects the Society's values.

Section 6: Additional Responsibilities

1. Event Planning Support

1. Assist the Social Secretary in planning and organizing events.
2. Ensure all logistical aspects are covered, including venue booking, permits, and equipment rental.

3. Implement a system for collecting feedback from event attendees. Use this feedback to improve future events and address any issues that arise.

Section 7: Compliance and Reporting

1. Compliance with Regulations

1. Ensure that all activities and operations of the Society comply with King's College London's policies and regulations.
2. Stay informed about any changes to university policies and update Society practices accordingly.
3. Adhere to all relevant laws and regulations, including those related to data protection, financial management, and non-discrimination.

2. Reporting

1. Prepare an annual report summarizing the Society's activities, achievements, and financial status. This report should be presented to the members at the last general meeting of the academic year.
2. Provide regular updates to the Executive Committee on the status of administrative tasks, membership numbers, and any issues that require attention.
3. Develop a system for reporting and addressing incidents, such as breaches of the Society's policies or conflicts among members.

4. Ensure that all incidents are documented and resolved in a timely and fair manner.