

NOTES FOR SECRETARIES

The notes below relate to a number of different topics relevant to Branch Secretaries. Information about e Newsletters, for example should be shared with all members. In addition, members should be made aware that if they wish to view the Branch Mailing documents they can do so by visiting the RSCDS website.

1 BRANCH ANNUAL REPORT

The Branch Annual Report form is sent out at the end of March each year, and we ask that Secretaries send their Branch Annual Report to the RSCDS office by 30 June, either on the form or in electronic format – email it to mike.greenwood@rscds.org. We would also be happy to receive photographs, preferably electronically, for possible inclusion in *Scottish Country Dancer*.

2 SECRETARY REPORT

In order to ensure the RSCDS database is accurate and Mailings such as this are sent to the correct Branch Administrator, it is essential that records are maintained and updated as soon as a change in Secretary occurs. To change the record of the leaving Administrator please item 12 below.

3 DAY/WEEKEND SCHOOLS AND WORKSHOPS

These events are now listed as a regular feature in the twice-yearly *Scottish Country Dancer*. Please send details of such events **at any time throughout the year** directly to the Magazine Editor, by email to mag.editor@rscds.org, or by post to the RSCDS office, clearly marked for the Magazine Editor.

4 MAGAZINE

Scottish Country Dancer is sent directly to members in April and October. Please ensure that member's data in the online database is up-to-date by the beginning of March and September, so that all members who are entitled to the magazine receive it without difficulty.

Please note: if a member has not paid their subscription fee by the first week of March they will not receive the April issue of *Scottish Country Dancer*.

5 eNEWSLETTER

The RSCDS office sends out eNewsletters throughout the year to all those who have elected to receive it (by ticking the box on their member details page) and who have registered a valid email address. We accept web links (URL's) for Branch classes/events throughout the year and will insert them in to the eNewsletter.

If a member does not wish to receive the eNewsletter then please remind them to follow the link titled 'Unsubscribe' at the bottom of the eNewsletter. If they have a change of email address this can also be done through a link at the bottom of the eNewsletter. In addition to updating the mailing list please ensure the change of email is also recorded on the database via the RSCDS website.

6 PUBLICATIONS and CDs

New publications and their accompanying CD are due to be available during the first week

Summer School. Any pre-orders can be emailed to cecile.hascoet@rscds.org. For more details on current projects and forthcoming issues, see *Scottish Country Dancer*.

7 NOTES FOR TREASURERS

Please ensure that your Treasurer receives the enclosed Notes for Treasurers – thank you.

8 ANNUAL CONFERENCE WEEKEND & AGM

The Annual Conference Weekend and Annual General Meeting takes place during the first weekend of November each year in Perth. Online booking and details of the weekend's events and activities are available from the end of April each year on the website: www.rscds.org.

9 NEW MEMBER PACKS

New member packs are available free of charge from the RSCDS office. The pack contains: a letter of welcome from the Chairman; a copy of *30 Popular Dances*; the most recent edition of *Scottish Country Dancer*; a catalogue/price list; a Scottish country dancing/RSCDS factsheet; a promotional leaflet; and a RSCDS car sticker. Contact info@rscds.org to place your order. The intention is that Branches should include local information of interest to new members along with the pack, such as contact details, class information, planned events, etc.

10 HEALTH STRATEGY

Remember that you can still order additional quantities of the Health Strategy posters and flyers. Health Strategy pack contents, including downloadable versions of posters and flyers, are on the website at <https://www.rscds.org/article/health-strategy>.

11 AGM DELEGATES & PROXIES

Delegate & Proxy correspondence begins in April when the RSCDS office sends out New Delegate Forms and Proxy Forms as part of the April Branch Mailing. We have in our records signed Delegate and Proxy forms from the previous year, but we need confirmation of who will be representing each Branch at the AGM.

More information will be available in the April Branch Mailing, but if your Branch would like to keep the same elected Delegate as in the previous year, we will only need confirmation of this and not a signed form. This will be the same procedure for choosing a Proxy, as we have all submitted signed forms on file. If your Branch would like to appoint a new Delegate or Proxy, then we will need a signed form from the Delegate in question with all appropriate information enclosed in to the RSCDS office.

We are bringing this to your attention as we would like this process to be as straightforward as possible. More information, along with forms, deadlines, etc. will be available in the April Branch Mailing.

Please note: Delegate numbers for your Branch will be based on the total number of paid subscriptions for the previous dancing year. Total figures will be taken on 30th June to ensure an accurate representation of your Branch and the website will be updated accordingly.

12 UPDATING BRANCH ADMINISTRATORS ON THE RSCDS WEBSITE

Staff at Coates Crescent rely on the database to send out important information to Branches; notably, Branch Administrators. If we do not have accurate, up to date details then communications are sent to the wrong individual.

Changes in Branch Administrators and office bearers need to be reflected on the RSCDS database. In order to make this change we will be using the image above of the Member Details page as an example.

Say John was the Branch Secretary but he is leaving post, and Sam is coming in to replace him as Branch Secretary. Sam will need Branch Administrator access to the website and the RSCDS office will have to know he is the point of contact for the Branch.

This is done in a very simple way. First, John will have to log in to the website. John will then have to navigate to the Branch Member list and find the record for Sam. John will have to click on Edit, and then he will have access to Sam's record. John will have to navigate to the bottom of the page and find the drop down box titled **Branch Position**. John will then have to change the Branch Position to Secretary, and click Save. Once this has happened, John will then have to go in to his own details (his own record) and change his Branch Position from Secretary to Member.

This will tell the database that John is no longer the Secretary, while Sam is now the Secretary. This process has to be done with the following Branch Administrator positions every time a post is vacated:

- Secretary
- Treasurer
- Membership Secretary
- Chairman
- Youth Co-ordinator

If you need assistance with this process please feel free to get in touch with the RSCDS office at any time

Michael Greenwood
Digital Marketing Communications Officer