



Nigel Tisdale – Secretary

Nomination is for my election to the post of Secretary.

As permitted under section 15 clause 2 of the constitution which states that “An office-bearer may hold up to two offices” I have nominated for both the roles of Assistant Secretary and Secretary.

The Secretary & Assistant Secretary have complementary roles and as the current assistant secretary I have knowledge and experience of the overall roles and responsibilities.

I have nominated for both roles as I believe:-

- a) I understand well the roles and responsibilities
- b) The workload is manageable by a single person with sufficient free time (I am retired so have the time)
- c) There are advantages to a more streamlined executive committee
- d) As mentioned in my submission for Assistant Secretary, if elected I propose to modernise and improve the IT infrastructure used by the PBPA executive, such as email, web hosting and cloud storage. As the Secretary & Assistant Secretary are the major operators of this infrastructure, a combined role will simplify the transition to new technology.

A summary of my achievements (as listed in my Assistant Secretary submission) during the past year include:

- Maintaining the Members register to ensure accuracy for the year 2023/24.
- Managing and updating the PBPA website and social media pages.
- Distributing monthly email event updates and notices to members.
- Creating and presenting information slides during general meetings.
- Facilitating remote attendance at general meetings via Zoom.
- Assisting the Treasurer in collecting membership renewal fees and managing payment systems like Square and Stripe.
- Serving as a member of the Safety Advisory Group.
- Providing support to other Executive Committee members in their roles.

My background in computer science, chartered accountancy, change management and facilitator will greatly assist in the undertaking of the roles of Secretary and Assistant Secretary.