

## ASME National Secretary Report 2021

The role of the National secretary is mainly to prepare agendas for the meetings, take the minutes of the meetings and to distribute the minutes to the National Executive. These minutes are also archived on the national website as well as being kept digitally. I also manage the AGM and National Council meetings which requires collation of reports from National Executive positions and chapters who report on their activities in the past year. In recent times, we have been meeting through Zoom and Jenny Rosevear who manages the ASME zoom account has scheduled our meetings and been the host. These meetings have been very successful in this format.

I also receive email correspondence through the ASME email address and deal with enquiries and information received. Relevant information and requests are distributed by email to the Chapter Contact List where appropriate. If there is communication needed to be sent to all members, Sue Sims our administrator completes the task. Sue also replies to emails from members regarding their membership which might include payment or access to publication queries. Sue also sends a monthly update of membership to members of the National Executive and Chapter Chairs.

Other forms of communication include the website, managed by Jenny Rosevear and the Facebook page managed by Leon de Bruin.

Since the last National Council meeting in June 2020, we had 4 meetings in 2020 and this year (not including yesterday's meeting 27/9) we have had 7 meetings. Since the most recent action plan was completed earlier this year, I have reworked the agenda to align with the action plan.

As convenor of the ASME XXIII National Conference, the last few months have been very busy preparing for what we originally thought would be a face to face conference but now has had to be transitioned to a virtual conference. I want to thank all of the committee who have been working so hard to make the conference a successful experience for the delegates.

Thank you to all members of ASME who make a contribution to the work of ASME and support the executive through making suggestions or being part of sub- committees. I hope that next year teaching will return to face to face for those who have been greatly affected by COVID 19 and we can continue to support everyone in the music education community.

Wendy Ross