



## Secretary Report 2016/17

Since the AGM 2016, the Secretary has been involved in the following activities:

- Liaising with Group Executive officers in coordinating PHCSG activities
- Liaising with BCS HQ staff in arranging PHCSG Committee meetings
- Liaising with the Group Executive and membership in administering the election of Officers and new Council members
- Organising, attendance and minute taking at Committee meetings
- Inviting speakers to conference
- Attendance at CLICSIGs

The Secretary would like to take this opportunity to thank Chair Dr John Robinson and Roz Foad, Executive, Beverley Ellis, Committee Members and BCS HQ staff for their support, which has been much appreciated during her first year as secretary.

*Miriam Lemar*  
**Secretary PHCSG**  
**6<sup>th</sup> October 2017**