

ROLE DESCRIPTION: SECRETARY

In addition to the general responsibilities of a member, duties of the secretary include the following.

- Preparing agendas in consultation with the Chair, and circulating them and any supporting papers in good time
- Making all the arrangements for committee meetings, the annual general meeting and any special or extraordinary general meetings (as required).
- Receiving agenda items from other members
- Checking that a quorum is present
- Taking minutes (or being responsible for them being taken) and circulating draft minutes to all trustees
- Ensuring that the minutes are signed or otherwise approved by the chair once they have been approved
- Checking that members have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- Dealing with correspondence
- Distributing printed communications to members

Person specification

In addition to the person specification for a trustee, the secretary should have the following qualities.

- Organisational ability
- Knowledge or experience of committee procedures
- Minute-taking experience
- Competent IT skills