

Role Title: Secretary

1.0 Role Summary

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.

2.0 Main Responsibilities of the Secretary

In Relation to Meetings Management

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
- Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.

In Relation to Membership Records

- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.

General Administrative Management

- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example the annual report to members.

3.0 Person Specification

Essential

- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.

4.0 Time Commitment

- The Board meets at least 4 times a year, more initially and the Secretary is expected to be available at the majority of these meetings