



## Secretary Role Description

The role of the secretary is to support the chair in ensuring the smooth functioning of the Committee. The is responsible for the day-to-day administration of the group. The Secretary's tasks include:

### Ensure Responsible Administration

- To prepare agendas in consultation with the Chair.
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To check that committee members and other volunteers have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.
- To ensure that the group complies with all requirements in terms of reporting, changes to governing documents and members etc.

### Make Arrangements for Meetings

- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

### Other Duties

- To respond to e-mails received by the group.

### Qualities and Skills Required

- Organisational ability.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair and Vice-Chair.
- Good time-keeping.

**Time Commitment:** The role of Secretary requires an estimated commitment of 8 hours per month, including 2 hour monthly committee meeting.