

## **EXAMPLE**

### **Secretary Role Description**

The role of the secretary is to support the chair in ensuring the smooth functioning of the Management Committee. In organisations without paid staff, the secretary may take a greater role in the day-to-day administration of the organisation. The Secretary's tasks include:

#### **Ensure Responsible Administration**

- To prepare agendas in consultation with the Chair (and chief officer).
- 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 ensure that the chair signs the minutes once they have been approved.
- To check that committee members and staff 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.
- If a company limited by guarantee, act as company secretary and ensure statutory requirements are met.
- In a charity, to ensure that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors 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 sit on appraisal, recruitment and disciplinary panels as required.

#### **Qualities and Skills Required**

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience (if this is not being delegated to staff).
- 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.
- Good time-keeping.

**Time Commitment:** The role of Secretary requires an estimated commitment of [e.g. 2 hours per month].