

Factsheet

Role Description/Person Specification Secretary

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.
- To keep organisation records.
- To receive and respond to incoming correspondence.

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.