

Template

Role description of a Secretary

- Prepare the agenda (with the Chairperson.)
- Produce and circulate the agenda and relevant papers.
- Ensure that appropriate information is obtained and provided for committee members before the meeting.
- Check to ensure that a quorum is present at meetings (ie enough members are present to make decisions.)
- After meetings, to inform members who were absent of any actions they need to take.
- Maintain the membership list.
- Receive correspondence and report about it to the committee.
- Write letters on behalf of the organisation – these may need to be checked/signed by the Chairperson.
- Book rooms, arrange meetings and organise refreshments.
- Keep the organisation's constitution, a copy of the minutes and other records in a safe place.
- Ensure the organisation has adequate insurance.
- Ensure that necessary documents are completed – eg for the Charity Commission, companies House or funders.

At meetings the Secretary should

- Ensure the Chair signs previous minutes, once approved.
- Produce the minutes – (they do not always take them, someone else may do this), role is to ensure they are done.