

Secretary's 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.
- **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). (This is generally organised by)
- **Useful Qualities and Skills**
 - 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.
 - Good time-keeping.
- **Time Commitment:** The suggested that the role of Secretary requires an estimated commitment of up to 2 hours per month