

Trustee Roles and Job Description

Job description duties for a Secretary

Purpose of Post: The role of the Secretary is to support the Chairman by ensuring the smooth functioning of the board of trustees. Tasks will include the following (either by carrying them out directly or by delegating to a member of staff and ensuring that they have been carried out): The key duties of a Secretary are: In addition to the general responsibilities for all trustees as set out above the Secretary also has some additional specific responsibilities:

1. Preparing agendas in consultation with the chair and senior worker and circulating them and any supporting papers in good time.
2. Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).
3. Receiving agenda items from other trustees/staff.
4. Checking that a quorum is present.
5. Minuting the meetings and circulating the draft minutes to all trustees.
6. Ensuring that the chair has signed the minutes once they have been approved.
7. Checking that trustees and staff have carried out action agreed at a previous meeting.
8. Circulating agenda and minutes of the annual general meeting and any special or extraordinary general meetings.
9. Sitting on appraisal, recruitment and disciplinary panels as required.
10. Receiving correspondence from local authorities, funders and the charity commission and ensuring that relevant information is passed on to the relevant person.
11. Ensuring that relevant correspondence is replied to, by you or a designated board or staff member.

Person specification In addition to the skills, and experiences listed for a trustee, the following additional attributes are desirable in a Secretary.

Role of Secretary

1. Organisational ability
2. Knowledge or experience of business or committee procedure.
3. Minute taking experience, if this is not being delegated to staff.
4. A willingness to be available to all staff for advice and enquiries on an ad hoc basis.