



Secretary Role Overview

Roles

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Association.

Responsibilities

In summary, the Secretary is responsible for:

1. Ensuring meetings are effectively organised and minuted.
2. Distribution of minutes, meeting notifications etc.
3. Maintaining effective records and administration.
4. Maintaining legal documentation.
5. Association communication and correspondence (point of contact and distribution).

Given these responsibilities, the Secretary often acts as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; confirming Liaising with the Chair to plan meetings.

Meetings

- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes (unless there is a minutes secretary)
- Circulating approved minutes
- Checking that agreed actions are carried out.

Administration and Maintenance of Records

Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the Association.

- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the Association, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the Association's activities

- Keeping a diary of future activities

Upholding Legal Requirements

- Acting as custodian of the Association's governing documents
- Checking required quorum is present at meetings
- Ensuring elections are in line with stipulated procedures
- Ensuring Association's activities are in line with its objects

Communication and correspondence

- Responding to all Committee correspondence
- Filing all Committee correspondence received and copies of replies sent
- Keeping a record of any of the Association's publications (e.g. leaflets or newsletters) and reporting the activities of the Association and future programmes to members, the press and the public (unless there is an Information or Publicity Officer).
- Preparing a report of the Association's activities for the year, for the Annual General Meeting.