

Job Description for a Secretary

NOTE: The title Secretary covers two distinct roles. The Secretary of a small organisation has a key role, together with the chair, of organising the meetings and ensuring the general smooth running of the organisation. In particular it may be the Secretary, rather than the Chair, who monitors committee members to ensure that they have carried out any actions they agreed to at a meeting. The Secretary of a larger organisation generally refers to a Company Secretary who is mainly concerned with making sure that the administrative requirements of Companies House have been fulfilled, and may delegate most of the day-to-day tasks to a staff member. In some medium sized organisations the secretary may carry out an element of both of these roles.

Add the relevant elements to the standard template

Secretary

Overall

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
 - Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example the annual report to members.

Qualities

- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.