

COMMITTEE SECRETARY JOB DESCRIPTION

Ensure meetings are effectively organised and minuted by:-

- Preparing Agendas (including standing items and items submitted by committee members)
- Circulating Agendas
- Taking minutes
- Circulating draft minutes
- Keeping file of agreed Minutes

Upholding legal requirements by:-

- Holding the Master copy of the Constitution and ensuring it is up to date
- Checking quorum (minimum number of members who should be present according to the Constitution) is present at meetings
- Ensuring any elections are in line with stipulated procedures
- If required, ensuring charity regulations and any legal requirements are met

Other Duties include:

- Preparing documentation for Annual General Meeting
- Minuting Annual General Meeting proceedings and circulating as appropriate
- Any other activities requested by the Committee.

A Committee Secretary would benefit from having the following characteristics:-

- be methodical and well organised
- be able to take accurate notes of meetings
- work well with the Chairperson
- ideally have knowledge or experience of committee procedures

The former Secretary is more than willing to speak about her own experiences to anyone interested in taking on this role. She is also available to offer advice and support to the new Secretary, if requested.