

*Survivor led
For the people
By the people*



Secretary (Voluntary)

JOB DESCRIPTION

The role of the secretary is to support the chair by ensuring the board functions smoothly. The secretary may carry out their duties directly or delegate them to a member of staff (with Chair approval) and ensure that they have been carried out.

In addition to the general responsibilities of a trustee, the duties of the secretary are as follows.

- Preparing agendas in consultation with the chair, and circulating them and any supporting papers in good time
- Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)
- Receiving agenda items from other trustees/staff
- Checking that a quorum is present
- Taking minutes (or being responsible for them being taken) and circulating draft minutes to all trustees
- Ensuring that the minutes are signed by the chair once they have been approved
- Checking that trustees and staff have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- Sitting on appraisal, recruitment and disciplinary panels as required
- Maintain the register of interests (potential conflicts of interest)

- Assist with the development and implementation of the Safeguarding Policy in consultation with the chair.

Person specification

In addition to the person specification for a trustee, the secretary should have the following qualities.

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute-taking experience, if this is not being delegated to staff