

Roles of SECRETARY

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

In summary, the Secretary is responsible for:

1. Ensuring meetings are effectively organized and recorded.
2. Maintaining effective records and administration.
3. Upholding the legal requirements of governing documents, charity law, company law, etc. (where/when relevant)
4. Communication of records and general correspondence inside and out of committee meetings.
5. Keeping the regular scheduled meeting documents safe, organized and available for any unforeseen occasions such as audits or emergencies.

Given these responsibilities, the Secretary often acts as an information reference point for the Chair and other committee members: clarifying past practice, documents and decisions; and retrieving the relevant documentation to matters the committee involves itself in upon request.

Maintaining the Secretary's role at meetings

- Role call and reading of previous business meeting minutes.
- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the committee and (where relevant) other members of the organization and its counterparts.
- Filing monthly minutes and reports
- Compiling lists of names and addresses that are useful to the organization, including those of appropriate officials or officers of voluntary organizations
- Keeping a record of the organization's activities
- Organizing and preparing other pertinent documents for regular committee meetings and annual reports
- Organizing and preparing nominations and election documents or secret ballot voting cards
- Keeping a diary of previous and projected future activities