

Role of Secretary

Overall

- To ensure that Board meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up to date.
- Monitor Board member action points.

Overarching Board Governance role:

- Determine Mission and Strategy – setting the organisation's direction and determining how it will get there.
- Accountability – being accountable for the actions of the organisation and holding those who carry out the work to account.
- Look after the Board – ensuring Board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the Board as necessary.
- Safeguard assets – acting as custodian of the assets, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation's survival.
- Act as 'community connector' – linking the organisation to its stakeholders, such as members, the community, funders etc.
- In addition, there is always 1 management role for the Board once staff are employed

The Secretary will Specifically

- Plan and prepare the Board 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 Board 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 Board 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 Board meetings, summarising correspondence/emails received at the next Board 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

Conduct (legal)

- Be active – you cannot be a dormant or ‘sleeping’ management Board member, you are still liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the Board
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in our Articles. Including following the Articles on how meetings are run and how the Board is recruited.
- Act in the interests of our beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Don’t benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.