

## The Role of the Secretary

The Secretary is an unpaid role within the management committee of the group. The Secretary is usually elected at the Annual General meeting to carry out secretarial and administrative duties and to deal with all of the paperwork for the group, as per the governing documents for the group.

They would work closely with the Chair and would be responsible for the following:-

- Planning and organising the meetings, sending out notices in good time.
- Receiving items for the Agenda, preparing and circulating agendas and any supporting papers for the Group Annual General Meeting, trustee meetings or any other meetings.
- Ensuring that the quorum is present at the meetings (The quorum is the minimum number of committee members that must be present at a management meeting, before a vote can be taken on any course of action).
- Taking the Minutes of any meetings, making sure that all the key points of the meeting are covered and there is a clear system for action points.
- Distributing the Minutes.
- Informing the correct individuals of incoming correspondence.



- Ensuring that all matters relating to the appointment, election and resignation of Trustees are carried out in accordance with the governing document.
- Ensuring that any legal requirements are complied with EG.
- Providing information to the Charity Commission.

