

## Role description: secretary

The role of the secretary is to support the chair by ensuring the smooth functioning of the board.

Tasks will include the following (either by carrying them out directly or delegating to a member of staff and ensuring that they have been carried out):

- preparing agendas in consultation with the chair and chief executive
- making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc.)
- preparing agendas in consultation with the chair and chief executive and circulating them and any supporting papers in good time
- receiving agenda items from other trustees/staff
- checking that a quorum is present
- minuting the meetings and circulating the 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 action agreed at a previous meeting
- circulating agendas and minutes of the Annual General Meeting and any special or extraordinary general meetings
- acting as company secretary where this role or associated duties are not delegated to a member of staff
- sitting on appraisal, recruitment and disciplinary panels as required.