

Sample role description for Secretary

This example role description was produced for members of ERVAS. It is meant as a guide and does not constitute HR advice. You should adapt it to meet your specific job duties and job requirements.

Adapted from NCVO

Secretary of Driffield Skatepark

In addition to the general responsibilities of being a trustee, the secretary also has the duty to:

- Prepare agendas in consultation with the chair and senior staff, and circulating them with any supporting papers in good time
- Make all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)
- Receive agenda items from other trustees/staff
- Check that a quorum is present when a quorum is required, e.g. Annual General Meeting, Trustee Meetings etc.
- Take accurate minutes (or being responsible for them being taken) and circulate draft minutes to all trustees
- Ensure that the minutes are signed by the chair once they have been approved
- Check that trustees and staff have carried out actions agreed at a previous meeting

- Circulate agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- In organisations that are companies, fulfilling the functions of a company secretary if these responsibilities have not been delegated to a member of staff

Where staff are employed:

- Liaise with the senior manager to keep an overview of the organisation's affairs and to provide support as appropriate
- Lead the process of supporting and appraising the performance of senior staff
- Sit on appointment and disciplinary panels

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