

Children's World Secretary Role Description

The role of the secretary is to support the chair in ensuring the smooth functioning of the Management Committee.

The secretary is responsible to the chair.

The Secretary's tasks include:

Ensure Responsible Administration

- To prepare agendas in consultation with the Chair.
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To ensure that the chair signs the minutes once they have been approved.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.
- In a charity, to ensure that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors etc.

Make Arrangements for Meetings

- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

Other Duties

- To sit on appraisal, recruitment and disciplinary panels as required.
- To ensure delegated tasks from the board of trustees assigned to employees or volunteers are completed.

Qualities and Skills Required

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience (if this is not being delegated to staff).
- Good communication and interpersonal skills.

Impartiality, fairness and the ability to respect confidences.

- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.

Ability to work well with the Chair.

- Good time-keeping.

Time Commitment: The role of Secretary requires an estimated commitment of 2-8 hours per month.

