

The Children's World secretary is an elected member of the board with specific responsibilities for the tasks detailed within this document.



What is the Role of the Children's World Secretary?

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee.

In summary, the Secretary is responsible for:

1. Ensuring meetings are effectively organised and minuted
2. Maintaining effective records and administration
3. Upholding the legal requirements of governing documents, charity law, company law etc (where relevant).
4. Communication and correspondence

It is important to note that although the Secretary ensures that these responsibilities are met, much of the work may be delegated to paid staff or volunteers, but ensuring completion of delegated tasks remain the responsibility of the secretary.

Given these responsibilities, the Secretary will sometimes act as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; confirming legal requirements; and retrieving relevant documentation.

The secretary is a trustee of the Children's World board of trustees who is elected in accordance with the constitution.

The secretary reports to the chair of the board of trustees.

Main responsibilities of the Children's World Secretary

The responsibilities of the Secretary of the Management Committee are outlined below:

1. Ensuring meetings are effectively organised and minuted

- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes (unless there is a minutes secretary)
- Circulating approved minutes
- Checking that agreed actions are carried out.

[More on the Secretary's role at meetings](#)

2. Maintaining effective records and administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.

- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities
- Keeping a diary of future activities

3. Upholding legal requirements

- Acting as custodian of the organisation's [governing documents](#)
- Checking quorum is present at meetings
- Ensuring elections are in line with stipulated procedures
- Ensuring organisation's activities are in line with its objects
- Ensuring charity and company law requirements are met (where relevant, unless there is a separate company secretary)
- Sitting on appraisal, recruitment and disciplinary panels, as required.

[More on governing documents](#)

[More on charity law](#)

4. Communication and correspondence

- Responding to all committee correspondence
- filing all committee correspondence received and copies of replies sent
- keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and
- reporting the activities of the organisation and future programmes to members, the press and the public (unless there is an Information or Publicity Officer).
- Preparing a report of the organisation's activities for the year, for the Annual General Meeting.

Use the links below to access further articles and resources which will help you understand the role of the Secretary and prepare your own role description or person specification:

- [The secretary's role at meetings](#)
- [Characteristics of a good secretary](#)
- [Role description](#)