



## **The Role of the Secretary**

The role of Secretary is to support the Chair in ensuring the groups meetings run effectively.

The Secretary's tasks include:

- To prepare and circulate agendas and other information to the committee before meetings.
- To minute meetings and circulate the draft minutes to all committee members.
- To check that committee members and staff have carried out action(s) agreed.
- To ensure up-to-date records are kept of committee membership.
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).
- To read and respond to messages (where appropriate) in a timely manner on social media/email.
- To respond to queries related to the group, consulting other committee members when appropriate.

### **The Secretary's role at meetings**

#### **Before the Meeting:**

- Prepare the agenda with the Chair.
- Circulate agenda and any supporting papers in good time.
- Ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

#### **At the Meeting:**

- Arrive in good time before the meeting with the minutes and with all the relevant correspondence and business matters for that meeting, in good order.
- Record the names of those who are present and convey and record apologies received from those who are absent.
- Read the minutes of the previous meeting, and if they are approved, obtain the Chairperson's signature on them.
- Report on action or matters arising from the previous minutes. Read any important correspondence that has been received.
- Ensure that the chair signs the minutes once they have been approved.
- Take notes to form the minutes of the meeting, noting actions.

**After the Meeting:**

- Send a reminder notice of each decision requiring action to the relevant person; this can be done by telephone, or by an 'action list' with the relevant action for each person duly marked.
- Promptly send all correspondence as decided by the Committee.