

## **Role Description – Secretary**

### **Purpose**

This role is responsible for the efficient administration of the organisation and advising of the various governance requirements as set out in the constitution. This post forms part of the executive (Chair, Vice Chair, Secretary and Treasurer).

### **Duties**

Alongside the role duties of a trustee, the Secretary also needs to:

1. In conjunction with the Chair, to organise and set the agenda and venue for Committee meetings.
2. To take minutes and following approval from the Chair, distribute these to all committee members.
3. To maintain a log of all actions agreed in meetings and whether these have been met.
4. To process all internal and external correspondence as quickly as possible.
5. To look for and implement opportunities to improve and develop administrative processes
6. To work with the Chair to organise and publicise EGMs and the AGM as per the constitution.
7. Have a thorough understanding of the constitution to ensure the organisation is runs according to its terms.
8. To keep a comprehensive list of the contact details of all committee members.
9. To keep copies of all documents on file and make these available as and when requested.
10. To regularly keep in contact with members, ensuring they are emailed announcements prior to release and sending them a redacted copy of the meeting minutes following committee approval.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising committee minutes, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### **Qualities needed**

Alongside the qualities of a trustee, the Secretary also needs to:

1. Be computer literate and have basic Excel skills
2. Be organised and be able to set and keep to deadlines
3. To demonstrate a strong command of written English and pay close attention to accuracy when preparing minutes and pride documentation.

### **General Requirements**

- Attend every meeting and be fully available for any, and all PRIDE in Gloucestershire events.
- To be able to use Webmail and Microsoft Teams
- Have the spare time to commit to this role outside of meetings (could be around 6 hrs a week as peak)
- Act independently of any other interests and declare any conflict of interests
- Not to have any convictions for fraud or dishonesty, never to have been made bankrupt or been disqualified from acting as a company director or charity trustee.