

**Note:** The role of the secretary is to support the chair by ensuring the board functions smoothly. The secretary may carry out their duties directly or delegate them to a member of staff and ensure that they have been carried out.

**In addition to the general responsibilities of a trustee, duties of the secretary are as follows.**

- Preparing agendas in consultation with the chair and senior officer, and circulating them and any supporting papers in good time
- Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)
- Receiving agenda items from other trustees/staff
- Checking that a quorum is present
- Taking minutes (or being responsible for them being taken) and circulating draft minutes to all trustees
- Ensuring that the minutes are signed by the chair once they have been approved
- Checking that trustees and staff have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- Sitting on appraisal, recruitment and disciplinary panels as required

### 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