



Secretary Role Description

Key Tasks

- Act as the first point of contact for those looking to join or seeking information about the Trust.
- Deal with all outgoing and incoming correspondence.
- Keep Trust records accurate and up to date.
- Attend all meetings.
- Liaise with Chairperson to arrange meetings.
- Prepare agendas in conjunction with the Chairperson and take minutes from committee meetings.
- Ensure that all Trust members have relevant information before and after meetings.
- Protect the members' interests by ensuring that the constitution is followed properly and that the Trust is functioning properly.
- In conjunction with other Board members prepare reports.
- Ensure that any delegated responsibilities eg membership database, newsletters etc are carried out timely and effectively.
- Signatory for all Trust financial expenditure.
- Responsible for the Membership Secretary

Qualities required

- Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the committee and/or membership
- Commitment to the values of the Trust
- Commitment to support all motions and initiatives undertaken by the committee
- Committed to undertaking all key tasks defined in the Secretary's job description.
- Strength of character to ensure that the membership's interests are protected.

Skills required

- An understanding of the Trust movement and the aims and objectives of the Trust.
- Management skills.
- Administrative skills.
- Well organised and conscientious.
- Have tact and discretion
- Communication skills
- Be methodical and reliable
- Be able to maintain confidentiality
- Be able to react to opportunities and make decisions

Responsible to

- The membership of the Trust.
- The Trust Board.