

Concerts *for* Craswall



CforC Secretary - Role Description

The role of the Secretary is to support the Chair, Officers and board members in ensuring the smooth functioning of the Concerts for Craswall charity.

The Secretary's tasks include:

1. Ensure Responsible Administration

- To prepare agendas in consultation with the Chair.
- To circulate agendas, the minutes from the previous meeting and any supporting papers in good time.
- To request agenda items from other committee members.
- To check that a quorum is present.
- To minute meetings, and after consultation with the Chair, to circulate the draft minutes to all committee members.
- To ensure that the chair signs the minutes once they have been approved and to keep the paper copy on file
- To check that committee members and officers have carried out action(s) agreed before the next board meeting
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of trustee board membership.
- To ensure that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors etc.

2. Make Arrangements for Meetings

To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

3. Other Duties

To sit on appraisal, recruitment and disciplinary panels as required.

4. Qualities and Skills Required

Organisational ability.

- Experience of committee work and procedures.
- Minute-taking experience (if this is not being delegated to another officer).
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good timekeeping.
- Confident IT skills
- A knowledge of and commitment to the work of Concerts for Craswall, and a willingness to commit the necessary time and energy to the role.