

Secretary Role Description

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Committee. Tasks include but are not limited to:

- **Ensure Responsible Administration:**
 - Work alongside the Chair to prepare agenda's for meetings and, if required, circulate those agendas and any supporting paperwork prior to the meetings;
 - To minute meetings and circulate the draft minutes to all committee members for feedback / approval;
 - Circulate the minutes to the Chair and Committee Members once they have been approved;
 - Ensure that committee members have carried out the agreed actions from previous meetings;
 - Assist the Chair to circulate agenda's and minutes of the AGM and any special extraordinary general meetings;
 - Ensure up-to-date records are kept of committee membership;
 - Ensure that paper-records (minutes of meetings and financial records), are correctly filed, stored and archived in accordance with the requirements of Hampshire County Council;
 - Work alongside the Chair to ensure that Data Protection Regulations are adhered to and that Committee Members are aware of their responsibilities under the regulations;
 - Ensure that the CSA complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents etc.
- **Make Arrangement for Meetings:**
 - Work alongside the Chair to ensure that necessary arrangements for meetings are met (booking the room, arranging any necessary equipment and refreshments, organising any other facilities as required).
- **Other Duties:**
 - Assist the Chair to investigate any discrepancies, complaints, grievances etc that may arise within the CSA if and when required;
 - Ensure that required insurances are in place and that appropriate records are kept.
- **Qualities and Skills Required**
 - Good organisational skills with an eye for detail;
 - Experience of committee work and procedures is ideal, but not essential;
 - Experience of taking minutes of meetings;
 - Good communication and interpersonal skills;
 - Impartiality, fairness and the ability to respect confidences;
 - Approachable and sensitive to the feelings of others;
 - Ability to work well with the Chair.

- Time Commitment – the role of Secretary requires an estimated commitment of 2 hours per month during term-time plus any time required to organise and / support any events, depending upon how many events are volunteered for.

As a member of the CSA Committee, you can expect:

- To be treated with courtesy and respect as a valued member of the Charity;
- That the Charity will take care of your health, safety and welfare whilst performing the duties of your role;
- That you will be involved in a capacity that matches your skills and interests and that also helps the Charity to achieve it's objective(s)
- That the Charity will always be mindful of your voluntary status and your right to decline involvement at any time;
- That the Charity will take good care of your personal details (such as your contact details) and not use them for anything other than managing and supporting your volunteering role in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018;
- That the Charity will reimburse your agreed out of pocket expenses in a timely manner;
- That you are properly supported and supervised to carry out the duties of the role;
- To feel valued and that ideas for appropriate events and any suggestions for change to improve the operation of the Charity will be heard and considered.

I have read the roles and responsibilities document and understand my responsibilities as the Secretary for the CSA Committee.

Name: _____

Signature: _____

Date: _____

Chairperson Name and Signature: _____

Date: _____