

The duties of a charity Trustee Secretary are:

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

- Preparing agendas in consultation with the chair and chief executive, 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
- 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

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.

Candidate requirements:

- A commitment to the charity
- A willingness to devote the necessary time and effort.
- Strategic vision
- Good, independent judgement
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team.