

Secretary Role Description and Person Specification

The role of the secretary is to support the chair in ensuring the smooth functioning of the Management Committee. The Secretary's tasks include:

Ensure Responsible Administration

- To prepare agendas in consultation with the Chair
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To ensure that the chair signs the minutes once they have been approved, and then keeping them safely.
- To check that committee members and delegate persons have carried out the action(s) agreed.
- 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 the committee membership.
- Send letters of thanks after sing outs and events as appropriate.
- Hand out the 'Voice box' to members
- Deal with nomination forms prior to the AGM
- Send out get well, good luck and congratulations cards as necessary

Make Arrangements for Meetings

- To ensure arrangements for meetings are met, i.e. room availability, equipment if necessary and that any access needs are taken into account.

Qualities and Skills Required

- Organisational ability.
- 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 time-keeping.

When initially taking over the role (with the support of the previous secretary if needed)

Check with the PRO that we have supplies of letter headed paper and envelopes
Check the minutes log is present and up to date
Check that the Barbershopper of the Year badges are present
Check the correspondence files for outstanding issues and action them

August 2017