

## **Role description – Secretary of Knitting & Crochet Guild – issued January 2021**

In addition to the general responsibilities of a trustee, duties of the Secretary include the following: -

### ***Meetings***

1. Plan and prepare the board meetings and the AGM with others as appropriate.
2. Plan meeting dates, booking rooms, send out notifications, minutes and other papers.
3. Request and receive agenda items from other Board members and draw up agendas together with the meeting Chair. Circulate agenda and meeting arrangements (e.g. link to video-conferencing) to members in good time.
4. Check that the required quorum is present at Board meetings and the AGM.
5. Minute board meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
6. Accurately record decisions and actions in the minutes and ensure that progress of actions and the result of decisions is reported at the next board meeting.
7. Guide the Chair, when necessary, to ensure that all essential agenda items are covered at the meeting.
8. Circulate draft minutes to all Board members in a timely manner.
9. Ensure that the minutes are signed by the meeting Chair once they have been approved. Upload to SharePoint once approved. The signed hard copy to be kept at the registered address.

### ***Correspondence and other papers***

10. Deal with correspondence, writing letters/emails as agreed at board meetings, summarising correspondence/emails received at the next board meetings and drafting replies as appropriate.
11. Make arrangements for any necessary reporting to be done. For example, the annual report to members.
12. Distributing copies of the Public Liability Insurance certificate as requested, e.g. by Branch Co-ordinators.

### ***Company Secretary***

13. Act as Company Secretary.
14. Ensure that relevant documents are filed at Companies House.
15. Ensure that relevant documents are filed with the Charity Commission.

### **Person Specification**

In addition to the person specification for a trustee, the Secretary should have the following qualities: -

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute taking ability