

# Secretary

## Role Description:-

- To keep the Chairman well informed as correspondence is often addressed to the Secretary.
- To construct the agenda for the meetings with the Chairman.
- To send out agendas with relevant discussion papers in good time.
- To arrange venues and equipment as required.
- To take spare copies of the papers.
- To ensure the meeting is quorate (check your constitution).
- To convey decisions taken to the people who may be required to take action.
- To take action as required following the meeting.
- To deal with correspondence following discussion with the Chairman.
- To maintain full and accurate files including minutes.
- To be the point of contact and reference between meetings.
- To be the link with the National Office and to ensure that information is relayed to the committee and passed on to the membership.
- If no Minutes Secretary exists, to take fair and accurate minutes of the meeting and, having agreed them with the Chairman, circulate them to the committee for approval at the next committee meeting.
- Advise Third Age Trust on circulation list for TAM
- To maintain the data held on the Charities Commission website.