

## **Summary of actions you will need to take as Secretary**

### **Ensuring meetings are effectively organised and minuted**

- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes
- Circulating approved minutes
- Checking that agreed actions are carried out.

### **Maintaining effective records and administration**

- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities
- Keeping a diary of future activities

### **Upholding legal requirements**

- Acting as custodian of the organisation's governing documents
- Checking quorum is present at meetings
- Ensuring elections are in line with stipulated procedures
- Ensuring organisation's activities are in line with its objects
- Ensuring charity and company law requirements are met

### **Liaise with Membership Secretary**

- Keeping a record of members' contact details, the original fee if paid to branch and any donations they have made
- Ensure Head Office is kept updated about any new members

## **Summary of actions you will need to take as Membership Secretary**

**Simply keeping a record of members' contact details and updating Head Office of any discrepancies or changes within the branch**