

## Secretary

The role of the secretary is to support the Chairperson in ensuring the smooth functioning of the Committee. As GRASS is without paid staff the secretary will take a greater role in the day-to-day administration of the organisation. The Secretary's tasks include:

### Ensure Responsible Administration

- Is able to prepare agendas in consultation with the Chairperson and other committee members
- Shall circulate agendas and any supporting papers in good time.
- Shall 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 shortly after each meeting.
- To ensure that the Chairperson signs the minutes once they have been approved.
- Ensures the website and social media is kept up to date
- To check that committee members and staff have carried out action(s) agreed.
- Shall 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 committee membership.
- Is sufficiently familiar with documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the committee's business.
- Ensure that the records of the committee are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
- Provide an up-to-date copy of the constitution when requested.
- Ensure that proper notification is given of committee meetings as specified in the constitution.
- Manage the general correspondence of the committee except for such correspondence assigned to others
- Help and lead the committee in providing systematic communication from the committee to relevant stakeholders
- If GRASS becomes a CIC, act as company secretary and ensure statutory requirements are met.
- If GRASS becomes a charity, to ensure that the committee complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors etc.

### Make Arrangements for Meetings

- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc.).

### **Qualities and Skills Required**

- Good organisational ability.
- Must be a self-motivated team player
- Experience of committee work and procedures.
- Minute-taking experience (if this is not being delegated to staff).
- 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 timekeeping.

### **Your Commitment to GRASS:**

The term of office for the role of Secretary is twelve months and requires an estimated minimum commitment of 24 hours per month / 288 hours per year.

The Secretary shall be a regular attendee at GRASS committee meetings, which are held six times a year, attend the Annual General Meeting, and participate at all GRASS community events.

Most tasks can be carried out from home on a computer or tablet device. The Secretary will need their own IT equipment.

### **GRASS's Commitment to You:**

By accepting the role of Secretary, the GRASS committee will commit to support you in this role, ensuring that members respect the positive contribution you are making to the club on a voluntary basis.

The street scheme also commits to refunding any prior approved expenses necessarily incurred on behalf of GRASS in a timely manner.