

get it right on... Being a Committee Secretary

The Role

The main role of the Secretary is to support the Chair by ensuring the smooth running of the committee. This means dealing with all correspondence on behalf of the group, taking minutes of meetings and preparing papers.

The Secretary should usually be available between meetings to work with the Chair and Treasurer when required.

Job Description

- Make meeting arrangements.
- Prepare agendas in consultation with the chair.
- Circulate all papers in good time for the meetings.
- Receive agenda items from other committee members.
- Check that a quorum is present.
- Minute the meetings.
- Circulate the draft minutes to all committee members.
- Circulate the agendas and minutes of the annual general meeting and any special or extraordinary general meetings.

Person specification

In addition to the qualities needed by all committee members, the Secretary should also possess the following:

- Organisational ability.
- Knowledge or experience of committee procedures.
- Minute taking experience.

West Dunbartonshire CVS produces a range of resources covering different issues of interest to community and voluntary organisations. Please contact our team directly if you would like one-to-one support or advice on any issue.