Boomerang Community Centre SCIO SC047467

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# ROLE DESCRIPTION FOR A BOARD OF TRUSTEES SECRETARY

The role of the secretary of the Boomerang Community Centre is to support the chair by ensuring the board functions efficiently and effectively. At times, in agreement with the chair, the secretary may carry out their duties directly or delegate them to another trustee or a member of staff and ensure that they have been carried out. At present the Board of Trustees meet on the first Tuesday of the month at 10am in the Boomerang Community Centre.

## Secretary of The Boomerang Community Centre

In addition to the general responsibilities of a trustee, duties of the secretary are as follows.

* Preparing agendas in consultation with the chair and circulating them and any supporting papers in good time
* Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with additional needs
* Receiving agenda items from other trustees/staff
* Checking that a quorum is present in accordance with the constitution
* Taking minutes and circulating draft minutes to all trustees
* Ensuring that the minutes are signed by the chair once they have been approved
* Checking that trustees and staff have carried out actions agreed at a previous meeting
* Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
* Sitting on appraisal, recruitment and disciplinary panels as required

## 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 experience
* IT skills