

## **Secretary Role Description**

The role of the secretary is to support the chair in ensuring the smooth functioning of Walton Village Hall Management Committee.

### **The Secretary's tasks include:**

- To prepare agendas for meetings in consultation with the Chair.
- To call meetings and circulate the agenda and any other papers within the timescale set out in the Constitution.
- To call the AGM, with publicity sent out within the timescale set out in the Constitution.
- To take and record minutes of committee meetings and the AGM and ensure minutes of the previous meeting are agreed by the committee and signed by the chairperson.
- After meetings, to inform members who were absent of any actions agreed.
- Deal with emails and other correspondence on behalf of the Management Committee.
- To keep the minute book, a copy of the constitution and any other committee records.
- To be one of the authorised cheque signatories.
- Along with the Chair and Treasurer to complete the returns required by the Charity Commission.
- To keep a record of the attendance of meetings.
- Maintain register of key holders.
- Maintain a register of Policies & Procedures and ensure they are updated and approved.