



Who is the Committee Secretary and what do they do?

The role of the Committee Secretary

Many organisations, both incorporated and unincorporated have an elected Committee Secretary. They are committee members/trustees with joint overall responsibility for the group/charity.

In a company the elected secretary might help the Charitable Company Secretary with general administration. In unincorporated associations, the Committee Secretary often takes on similar duties to that of a Charitable Company Secretary.

Main Duties

Arranging and administrating meetings

Committee Secretaries:

- ✓ Ensure that meetings are called and recorded correctly especially the AGM.
- ✓ Prepare agendas in consultation with the chair
- ✓ Distribute agendas to trustees/members of committee and other relevant bodies and also any background papers.

- ✓ **Make practical arrangements such as booking rooms getting tea, coffee etc.**
- ✓ **Check that a quorum is present**
- ✓ **Minute the meetings and circulate draft minutes to all trustees/ committee members**
- ✓ **Ensure that minutes are signed by the Chairperson once they have been approved by the committee**
- ✓ **Check that trustees and staff have carried out actions agreed at previous meetings**

Other duties include:

- ✓ **Dealing with incoming correspondence**
- ✓ **Writing and dealing with outgoing correspondence**
- ✓ **Keeping records of outgoing correspondence**
- ✓ **Keeping membership records, if appropriate**
- ✓ **Ensuring that members are provided with the organisation's policies, annual report etc**
- ✓ **Sending out publicity and dealing with queries from the public.**



Herefordshire
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With Acknowledgements to “Voluntary but not Amateur”

This guide is produced as an introduction and is no way meant to cover the full range of duties of responsibilities that this post entails. For further Information

www.ncvo-vol.org.uk/

www.charity-commission.gov.uk/

Voluntary but not Amateur by R Hayes and J Reason