



The Village Hall with Endless Possibilities

Secretary Role Description:

- To prepare agendas for meetings in consultation with the chairperson;
- To call meetings and circulate the agenda and any other papers;
- 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;
- To receive correspondence and report appropriate parts to the committee;
- To arrange insurances and any licences required;
- To write letters on behalf of the group;
- To keep the constitution and any other committee records;
- To prepare the annual report and present it to the committee for agreement;
- To be one of the authorised cheque signatories;
- In cooperation with the Treasurer to complete the returns required by the Charity Commission.

Anticipated time commitment would be between 3 to 5 hours per month.