

WWAA Secretary Role Description

The role of the secretary is to support the chair in ensuring the smooth functioning of the Association Committee and Trustees.

The Secretary's tasks include:

Ensure Responsible Administration

- To prepare agendas in consultation with the Chair and Treasurer
- Attend six committee meetings and the AGM. Meetings take place Jan, Mar, May, July, Sept, Nov normally on the first Tuesday of the month.
- To request and circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To ensure that the chair approves the minutes once they have been finalised.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.
- In a charity, to ensure that the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and trustees etc.

Make Arrangements for Meetings

- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

Other Duties

- Assist treasurer at rent renewal time;
- Assist site manager's with budget preparation;
- Manage WWAA documents library including, but not limited to, the following: - risk assessments, tenancy agreements and contracts;

Qualities and Skills Required

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience;
- Good communication and interpersonal skills.
- Basic computer skills in word processing and spreadsheets.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good time-keeping.

Time Commitment: The role of Secretary requires an estimated commitment of approximately 8 hours per month.