

# Role Description for Secretary of Every-One

## Role summary:

The Secretary is a key role in supporting the governance of EVERY-ONE. The Secretary supports the Chair in providing a supportive environment & infrastructure for effective collaboration on governance, communication, engagement & decision-making. They will ensure the organisation and administration of effective and efficient processes, and monitor any delegated actions.

## Main Outcomes:

1. To ensure that Board Meetings are properly administered
2. To ensure other meetings, such as the AGM, and events are properly administered
3. Map & keep membership & stakeholder records up-to-date
4. Monitor Board Member action points

## Specific Tasks:

- Plan and prepare the committee meetings and the AGM with others as appropriate
  - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers
  - Drawing up agendas together with the Chair
- Set & maintain a rota for Board Meeting minute takers
- Report on the progress of actions and highlight any risks
- Maintain accurate and up-to-date membership & stakeholder records
- Deal with correspondence, writing letters/emails as agreed at Board Meetings, summarising correspondence/emails received at the next Board Meetings and drafting replies as appropriate
- Keep track of any necessary reporting to be done, e.g. for the Charity Commission and Companies House

## Values and Behaviours:

- ❖ To be organised and methodical
- ❖ Able to keep accurate records.
- ❖ Has the relevant skills to organise a meeting well
- ❖ Acts with tact, integrity & diplomacy
- ❖ Listens to and is respectful of the views of others
- ❖ Offers constructive reminders & challenge where required
- ❖ Communicates openly and transparently
- ❖ Has a clear understanding of confidentiality

**Accountable to:**

- ❖ The Board of Non-Executive Directors

**Please also refer to:**

- ❖ Every-One Mem & Arts
- ❖ Every-One Policy Manual
- ❖ [The Essential Trustee](#), Charity Commission Leaflet
- ❖ [Charity Commission](#)
- ❖ [Companies House](#)
- ❖ [HMRC](#)

**To help you stay up-to-date, please also visit:**

- ❖ [NCVO Website](#)