

Responsibilities of the Secretary of Friends of Sandall Park

The responsibilities of the Secretary of our Management Committee are outlined below:

Ensuring meetings are effectively organised and minuted

Liaising with the Chair to plan meetings
Receiving agenda items from committee members
Circulating agendas and reports
Taking minutes
Circulating approved minutes
Checking that agreed actions are carried out.

Maintaining effective records and administration

Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
Filing minutes and reports
Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
Keeping a record of the organisation's activities
Keeping a diary of future activities

Upholding legal requirements

Acting as custodian of the organisation's governing documents
Checking quorum is present at meetings
Ensuring elections are in line with stipulated procedures
Ensuring organisation's activities are in line with its objects
Ensuring charity requirements are met

Communication and correspondence

Responding to all committee correspondence
Filing all committee correspondence received and copies of replies sent
Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters)
Reporting the activities of the organisation and future programmes to members, the press and the public.
Preparing a report of the organisation's activities for the year, for the Annual General Meeting.