



I agree to the following responsibilities as Secretary:

- The Charity Secretary's overall role includes secretarial duties such as organising board meetings, taking the minutes, managing correspondence, managing updates and background information required by the board of trustees, keeping records of membership, and other similar administrative responsibilities.
- Administration and compliance – maintaining the register of any members, the register of trustees/directors and secretaries. Being familiar with the charity's governing document and the legal responsibilities of charities. Helping to ensure that charity trustees file all relevant statutory returns and information with the Charities regulator.
- Taking meeting minutes – maintaining the record of all meeting minutes, keeping a record of all issues discussed, decisions taken and any actions required to implement a decision, working closely with the chairperson to ensure that the draft minutes are accurate.
- Preparing for board meetings – making sure the timetable of board meetings for the year ahead is agreed. Sending out notification of board meetings to charity trustees.

Signature:

Date.....