



What does a Secretary do?

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It is worth having a discussion in your group to agree what the responsibilities of all the Management Committee members should be.

This list can be used as a guide to the Secretary's job:

- Taking minutes in meetings
- Keeping files of past minutes and reports
- Letting people know when and where the next meeting is and what it is about.
- Helping to prepare agendas for meeting with the chair.
- Writing and receiving letters on behalf of the group.
- Keeping members informed of what correspondence has been sent out and received
- Keeping a record of membership
- Keeping a record of important phone numbers.

How you organise this work is up to your group to decide. You may want to divide the jobs up amongst a number of people. It just depends on the size of your group, the amount of time people have available, the skills people have, and what people like doing.

Taking Minutes

Basic tasks for the minute-taker are:

- Taking rough notes during your meetings—it is important to note items such as: actions and decisions made and whether anyone has agreed to take on a specific task and any deadlines.
- Writing up these notes neatly or typing them out.
- Copying and distributing them to relevant people.
- Keeping all minutes together in a file for future reference.

Tips on being a good secretary

Organisation

- File things! This is very important—you need to be able to find papers and reports quickly and easily.
- File things quickly, if you sort out papers regularly then it is a small and manageable job. You are a volunteer so make the most of your time.
- Have a 'to do' list or notebook. It helps to have everything you need to do written down in one place. Don't rely on your memory.
- Get a book to record correspondence the group receives
- Get a diary to record dates of future meetings

Share Information

- Make sure information that comes to you gets passed on, org publicised more widely. Often things for a group are sent to the Secretary and never get any further.
- Work closely with the other Committee members, particularly the Chair.

For any further information or support please contact the Evesham Volunteer Centre.

Acknowledgement: Resource Centre, Brighton