



Hale Community Centre

Secretary to the Board – Role Description

MAIN DUTIES AND RESPONSIBILITIES

Ensuring that all general meetings are convened in accordance with the governing document, and that any decisions at general meetings, including changes to the constitution, are made in accordance with legal requirements.

This alongside fulfilling the role of a trustee/director, the purpose of which is to further the organisation, in keeping with its charitable objectives.

MAIN RESPONSIBILITIES:

- Ensuring that all meetings are held and conducted according to the governing document
- Ensuring that all necessary documentation is sent to Companies House and the Charity Commission within the deadlines set
- Ensuring that trustees are correctly appointed according to the law and the governing document
- Ensuring member/ Trustee details are kept up to date
- Arranging and administrating meetings, including practical arrangements, preparing and circulating agendas and papers, ensuring that meetings are properly convened, constituted and quorate, confirming what decisions have been made and monitoring their implementation, keeping minutes and ensuring that proper records are kept