



Organisation:	S-Factor Academy
Role Title:	Secretary
Responsible to:	Committee/Board
Role Description:	<ul style="list-style-type: none"> • Maintains records of the board and ensures effective • Management of organisation records • Manages minutes of management committee meetings • Ensures minutes are distributed to members shortly after each meeting
Skills/Qualifications/Experience:	<ul style="list-style-type: none"> • Excellent spoken and written communication skills • Good presentation and negotiation skills • Good organisational and time management skills • A high degree of attention to detail • Sound judgement • Problem-solving ability • The ability to prioritise and manage a busy workload.

Main Duties

- **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 (unless there is a minutes secretary)
 - 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 organisation's activities are in line with its objects
 - Ensuring company law requirements are met (where relevant, unless there is a separate company secretary)
 - Sitting on appraisal, recruitment and disciplinary panels, as required.

- **Communication and correspondence**
 - Responding to all committee correspondence
 - filing all committee correspondence received and copies of replies sent
 - Preparing a report of the organisation's activities for the year, for the General Meeting.