



The role of SECRETARY at Mulberry Pre-school

Summary

The role of the secretary is to support the chair by ensuring the effective administration of the committee.

General Duties

- Together with the chair produce the agenda and circulate to members, along with supporting papers in good time
- Ensure all the arrangements are made for the meeting including booking venues, arranging equipment and refreshments and planning for those with special needs
- Take and write minutes following meetings and circulate promptly to all committee members
- Make sure the minutes of the previous meeting are agreed and signed by the chair
- Inform any members who were absent of any actions they need to take
- Maintain the membership list
- Produce a written AGM report as required
- Ensure that the organisation has adequate insurance
- Receive correspondence and report to the committee
- Ensure necessary documents are completed and submitted in accordance with the statutory regulations and the organisations constitution
- Keep the constitution, copies of minutes and other records in a safe place and in accordance with the requirements of the General Data Protection Regulations.
- Send out publicity about the organisations
- Ensure members of the organisation are provided with copies of the annual reports and policies