

<b>Position Title:</b>	<b>Secretary</b>
Reports to:	Chairperson in the first instance and then Committee
Salary:	Nil (voluntary role) Membership fee of gold coin after first year. Optional free toy hire.
Position Type Hours:	TBC
Secretary Duties:	<ul style="list-style-type: none"> <li>● Assist the Chairperson to organise Annual General Meetings, Special General Meetings and monthly committee meetings.</li> <li>● Notify members of upcoming meetings, help create and circulate Agendas to the committee (including date and place of meeting) at least a week in advance</li> <li>● Attend and take minutes of the proceedings of all meetings, record who is presiding and business conducted.</li> <li>● Type out the minutes and circulate to the committee.</li> <li>● Checking that the committee has carried out action agreed at the previous meeting (Record, track and update Action Points from meeting minutes)</li> <li>● Ensure that a signed and printed copy of the minutes are kept for the records</li> <li>● Maintains contact details of committee members and of people with which the organisation regularly works.</li> <li>● Keeps a record of activity calendars and special events.</li> <li>● Write notes of courtesy, thank you to sponsorships and volunteers etc.</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Maintain all records of the organisation (i.e. meeting minutes, media articles and relevant documents).</li> <li>● Sitting on appraisal, recruitment and disciplinary panels as required.</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety.</li> <li>● Ensures own and others safety at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>● Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion.</li> <li>● Informs committee of any health &amp; safety issues that need improving.</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● High organisational ability and attention to detail.</li> <li>● Ability to think creatively.</li> <li>● Willingness to speak their mind.</li> <li>● Ability to work effectively as a member of a team.</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Knowledge or experience of business and committee procedures.</li> <li>● Minute-taking experience.</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing packages.</li> <li>● Previous database experience.</li> <li>● Interest in children's education and wellbeing.</li> </ul>