



FRIENDS OF SOUTH HARRINGAY - SECRETARY ROLE

<p>Role of Secretary, general:</p>	<p>As one of the main committee roles, it's best practice to have the role of Secretary filled. The minimum number with which it is possible for the association to continue operating is two: usually a Chair and a Treasurer. This role is to assist the other members with the running of the association.</p>
<p>Main purpose of the role:</p>	<p>The Secretary supports the Chair in maintaining accurate records and advising on any matters related to the committee's governing constitution (the PTA-UK model constitution rules) (see below)</p>
<p>Trustee:</p>	<p>As one of the committee members, you will be registered and recorded as a trustee for the FOSH association on the Charity Commission's website</p>
<p>Duties and key responsibilities of current Secretary:</p>	<ul style="list-style-type: none"> • Assists Chair in preparing for the AGM (if required) • Takes minutes at meetings, recording attendance, action points, decisions and proposals • Circulates approved minutes • Uploads minutes and any important records onto relevant folders • Updates trustee details with Charity Commission (as appropriate) • Drafts and submits annual return on Charities Commission website and ensures records are up to date, based on information provided by the Chair and the Treasurer • Advises the Chair on any matters related to the committee's governing constitution (the PTA-UK model constitution rules), including advising on quorums, notice periods, how decisions can be made and how committee members can be elected/stand down
<p>Amount of time needed to dedicate to the role:</p>	<p>The committee has to hold one AGM a year in which the Secretary will be required to attend and minute</p>

	<p>The committee must also hold no less than 3 meetings in each academic year, which the Secretary will need to minute</p> <p>The annual return is submitted online – it is an easy and quick process provided all information is validated by the other committee members beforehand</p> <p>This role can be done by a working parent given the limited duties involved</p>
Length of role:	Once elected, the Secretary will generally be expected to hold office until the next AGM
Skills:	<p>An ability to keep accurate records, identify key discussion points/actions in meetings and communicate confidently with the rest of the team and the school</p> <p>Legal skills are not a pre-requisite for this role</p>
What the current Secretary says about the role:	<p><i>“The Secretary role can be as little or as much as you want it to be.</i></p> <p><i>Traditionally, the Secretary’s role has been limited to attending meetings, keeping accurate records and assisting the Chair with any constitutional queries that come up from time to time. There is absolutely no expectation or need for the Secretary to get involved in organising or running fundraising events. However, if you have a passion for events the committee would be equally happy for you to get involved either on an ad hoc or more fixed basis.</i></p> <p><i>It’s a great way to get involved, meet new people and have some insight into how the school and the committee work without having to give up your day job!”</i></p>