



The Role of the Secretary

1. To arrange the venue for committee meetings.
2. To receive items for the agenda and draw up the agenda (in consultation with chair and staff).
3. To circulate the agenda with the minutes of the previous meeting and any papers.
4. To check that meetings are quorate (as set out in the constitution).
5. To take minutes, recording decisions made and action to be taken and by whom.
6. To follow up action agreed at meetings.
7. To deal with correspondence between meetings.
8. To keep a check on the progress of work and action agreed by the committee.
9. To make arrangements for sub-committees, working party meetings etc.
10. To keep addresses and contacts for management committee members.
11. To keep a membership list (unless done by a Membership Secretary).

Ready Steady Start

The information in this document was provided the Refugee Council and is part of the learning materials of the Ready Steady Start (RSS) programme.

RSS is a programme for new groups and covers the basics involved in setting up and running an organisation.

If you would like to learn more about RSS please visit www.lvsc.org.uk/RSS or contact LVSC on 020 7700 8118.

The Refugee Council supports refugee voluntary and community organisations in the UK in areas of organisation development and policy.

Learn more about the Refugee Council at www.refugeecouncil.org.uk.

Role of Secretary/HSC/CDT