



## **SECRETARY**

### **GENERAL DESCRIPTION OF DUTIES**

To ensure that committee meetings are properly administered and registered, records and reports are up-to-date, deal with public email enquiries, general administrative tasks. You will work in partnership with ABRIR's chair, Finance and Human Resources directors.

### **SKILLS REQUIRED**

- . To be organised and methodical
- . Comfortable with using IT
- . To be able to delegate
- . Commitment to the equality and diversity of the local community
- . Have a good knowledge of the organisation's constitution
- . Good Communication and interpersonal skills
- . The ability to work with minimal supervision
- . Adaptable to changes in ways of working

### **DETAILS OF DUTIES**

- . Plan meeting dates, book rooms, sending out notifications, minutes and other papers
- . Draw up agendas together with the Chair and other members of the committee
- . Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions
- . Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership
- . Ensure, together with the treasurer, that the annual taxes returns are made on time
- . Deal with correspondence, writing letters/emails as agreed at committee meetings
- . Write ABRIR's annual report

### **Regularity of Duties**

Volunteers must be able to commit at least 6 hours per week for this role.

### **References**

One reference will be required prior to the volunteer undertaking the role. This will be someone who has known you in a personal, work or voluntary capacity for at least one year.