

South West Fed Role description – Secretary



Main tasks and responsibilities

1. With the Chair, draw up the agenda for the Board meetings (4 times/year)
2. Send out reminder to Board members to submit reports prior to Board meetings
3. Up load agenda and reports onto google drive
4. Take minutes at Board meetings, type them up and get the draft minutes approved by the Chair
5. Be the first point of contact for the Charity Commission and Companies House. Submit returns to these organisations and keep board details up to date including adding new members and removing those that leave the board
6. With the Chair, draw up agenda for the AGM
7. Prepare voting papers for the AGM, receive nominations, conduct elections at the AGM
8. Take minutes at the AGM, type them up and get the draft approved by the Chair; pass to Communications Secretary for uploading onto the website
9. Keep the list of Board members' contact details up to date; circulate to Board members, co-opted officers and observers
10. Monitor the constitution and make sure meetings abide by the Federation's Memorandum and Articles and Rules; (available on website)
11. Brief new members of the Board with minutes of previous meeting, dates of forthcoming meetings, role description and other relevant documents
12. Act as a Director of the Company – the SW Federation of Museums & Art Galleries – if so elected by the Board.
13. Attend Board meetings and play an active part in the discussions and activities of the South West Fed.

Please also refer to the separate "Generic Role Description" document as regards the Charity's mission, governance and general trustee/director expectations and duties.

Skills, experience and outlook required

1. Excellent writing skills, ability to be succinct and abstract key information – experience of minute taking not essential;
2. Organised and efficient, able to stick to schedules and take the initiative when required;
3. Knowledge of charity/company law not essential, but a willingness to learn about it is;
4. Commitment to the SW Federation of Museums & Art Galleries and to ensuring the Board fulfils its legal obligations as a charity and limited company.
5. A commitment to the SW Federation of Museums & Art Galleries and to its compliance with all financial regulations.

January 2022