

Role Description – Secretary of the board of trustees

In addition to the role description of a general trustee, the Secretary will:

- Circulate trustee meeting agendas before meetings after liaison with the Chair of trustees. Agendas should be circulated at least two weeks before the meeting date
- Take minutes at trustee meetings
- Circulate minutes to trustees, facilitators and any other relevant stakeholders. Minutes should be circulated within one week of the meeting date
- Maintain lists of agreed actions and communicate with trustees between meetings to ensure progress is made
- Maintain a list of agreed actions decided between trustee meetings, for example via WhatsApp discussion between trustees, and present these at trustee meetings for formal agreement