

## The Bereavement Counselling Charity Secretary to the Trustee Board



The Bereavement Counselling Charity is seeking a Secretary to support the Trustee Board with administration tasks and governance. This is a voluntary role which requires someone who enjoys administrative tasks, taking minutes, working with others and on their own, and enjoys volunteering for an organisation supporting local people.

Below is a list of tasks undertaken by the Secretary:

1. In liaison with the Chair of Trustees, to arrange dates and times of meetings and to plan the agendas
2. Ensure that meetings are held according to the Constitution
3. Ensure that all members receive minutes and necessary information relevant to meetings
4. Ensure minutes accurately record decisions and actions to be completed by individual members, noting these as matters arising or specific agenda items
5. Ensure minutes of the previous meeting are approved by the Committee and duly signed by the Chair
6. Produce and distribute the minutes in a timely fashion
7. Book meeting rooms or arrange video meetings as required
8. Keep an up to date list of members and Trustees
9. Ensure that all members are kept informed of the Annual General Meeting
10. To attend the AGM, take minutes and distribute these to those attending
11. Ensure that the annual report is written, collated, and circulated to relevant members and interested parties
12. To support the Chair with annual administrative tasks, e.g. insurance renewal, membership of regulatory bodies, etc.