



Dartmouth & District
Chamber of Commerce

Secretary Role Description

The Secretary is responsible for the smooth running of the Executive Committee. The essential role of the Secretary is to work closely with the Co-Chairs to:

- Manage the meeting cycle of the Executive Committee
- Record the work of the committee in minutes and action points
- Keep records of committee membership

Key responsibilities

- To prepare agendas in consultation with the Chair(s)
- To circulate agendas and any supporting papers in good time
- To receive agenda items from other committee members
- To check that the meeting is quorate
- To minute meetings and circulate the draft minutes to all committee members
- To ensure that the chair signs the minutes once they have been approved
- To check that committee members have carried out action(s)
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings
- To ensure up-to-date records are kept of committee membership
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)

Skills, experience and behaviours

- Experience of committee work and procedures
- Minute-taking experience
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Well organised and an eye for detail
- Ability to work well with the Chair(s)
- Knowledge of GDPR UK compliance
- Committed to the aim and purposes of the Chamber
- Able to devote enough time to the organisation
- Uphold the values of the Chamber
- Adhere to the Committee Member Code of Conduct

Time Commitment

The role of Secretary requires an estimated commitment of 2-6 hours per month