



## **Role of Secretary**

It is best practice for the Friends of Dawpool School (FoDS) Secretary role to be filled. If the role remains vacant, FoDS could consider splitting the duties between two committee members.

## **Main Role of the FoDS Secretary**

The Secretary supports the FoDS committee to build effective communication links between the school and FoDS. They also maintain accurate records.

## **Duties and responsibilities of the FoDS Secretary**

- Prepares for meetings (with the Chair)
- Takes minutes at meetings, recording attendance, action points, decisions, and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains FoDS records
- Makes sure FoDS are GDPR compliant in line with the Data Protection Act.
- Updates trustee details with relevant charity commission
- Register's to become a trustee for FoDS with the Charity Commission
- Register's to become a signatory for the FoDS bank account
- Ensures the Chair and Treasurer are registered as signatories for the FoDS bank account.
- Handles FoDS correspondence
- Booking the venue for FoDS meetings
- Make arrangement for licence to ensure compliance (examples include TENS, raffle, Music, Film)

## **Key skills**

- Organised and efficient – keeps accurate records in a format that can easily be handed over to a successor
- Good listener – able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes
- Calm, friendly, and approachable – able to communicate confidently with the school and the committee members

## **Additional information**

The Secretary (or any other committee member) may not step down if doing so leaves less than the minimum number of committee members required by the FoDS constitution.



With FoDS committee, make balanced and adequately informed decisions, thinking about the long term as well as the short term.

Manage FoDS resources responsibly