



TRUSTEE ROLE: Secretary

Key Responsibilities

- To ensure that Board meetings are properly administered
- To monitor communications and enquiries and direct them appropriately
- To act in the best interests of the charity in respect of decisions made as a Trustee

Duties

- Plan and prepare the committee meetings and the AGM with others as appropriate
- Plan meeting dates, send out notifications, minutes and other papers.
- Draw up agendas in consultation with the Chair.
- Minute committee meetings or ensure there is a minute taker available.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on progress of actions and the results of decisions.
- Co-ordinate correspondence as agreed by committee.
- Co-ordinate members to check LCST email account to respond to queries within the agreed timeframe.

Desirable Skills

- Good communicator
- Good organisational skills
- Enthusiasm

Time Commitment

- Meetings are usually held online, unless requested in person, at a time convenient to all Trustees
- A minimum of 2 hours a week is suggested
- A 75% attendance rate is expected at meetings over the year (3-4 meetings per year)