**Secretary Role Description**

The main duties of the Secretary are to organise and accurately record the quarterly Board and Annual General Meetings, oversee and maintain the administrative records of the Federation, and oversee the management of the Administrator.

**The Secretary will:**

* Organise and record the quarterly Board meetings by arranging a suitable date and accommodation, working with the President and other Board members to gather and disseminate the relevant reports and agenda ahead of the meeting, taking minutes at the meeting and ensuring that these are approved and retained securely and accessibly.
* Work with the Membership Secretary, Website & Communications Officer, and the Events Officer/Conference Sub Committee to organise the Annual General Meeting and disseminate to the membership notice of the AGM, the agenda, Board reports, voting forms, and any other relevant paperwork. This should be sent out at least two weeks in advance of the meeting. Minutes of the meeting should be accurately recorded, approved, and retained as above.
* When taking minutes ensure that an accurate record is made of the attendees, key points, policy discussion points and decisions, and Board or Board member actions. Any actions should be recorded in a clear way and taken forward or signed off as appropriate at following meetings.
* Be responsible for and have oversight of record keeping for the Federation. Accurate and up to date records should be retained securely using the G-suite facility and should include membership records and GDPR permissions, financial records, correspondence, minutes and reports, fliers and other ephemera relating to the activities of the Fed.
* Ensure that records are deposited with the Federation archive as appropriate.
* Ensure that the Federation is operating in line with GDPR and Freedom of Information as appropriate, and has a relevant document retention schedule in place.
* Work with the Training Officer, Membership Secretary, and Treasurer to manage the Administrator freelance post. Ensure that appropriate contracts are signed, provide pastoral support, assign and oversee workload, and address any issues to those already listed, as well as the President and Vice President so that appropriate action can be agreed.
* Proactively provide support to other Board roles to carry out day to day tasks and/or actively work as part of sub committees to realise specific projects or events like the Conference.

**Additional Duties:**

In keeping with the spirit of Board, you will be expected to take an active role and volunteer to take part in sub-committees, projects, and events where you are able to do so. You will also be expected to regularly attend the quarterly Board meetings and to actively engage in discussion and decision making, be it at these meetings, the AGM, or by email/virtual meeting.